

**1 OCTOBER 1997**



**Personnel**

**ASSIGNMENTS WITHIN THE RESERVE  
COMPONENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ ARPC/XPX (Connie J. Wetmore)  
Supersedes AFI 36-2115, 1 Aug 95..

Certified by: HQ USAF/RE (Brig Gen. J. Bradley)  
Pages: 66  
Distribution: F

---

This instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*. It explains Department of Defense (DOD) total force procedures and establishes Air Force procedures for assigning and using members of the United States Air Force Reserve (USAFR). ANGUS refers only to federally recognized organizations and members. Key employee guidelines, accessions to the Air Force Reserve drill pay floor and assignments from the Retired Reserve in chapter 1, statutory tour guidelines in Chapter 3, and Part 2 of this instruction apply to the Air National Guard. Only the Director Air National Guard (ANG) (also referred to by the office symbol of NGB/CF), or Chief of Air Force Reserve (HQ USAF/RE) may waive this instruction unless the instruction states otherwise. The Privacy Act of 1974 applies to this publication. Each form specified in the instruction that is subject to AFI 37-132, *Air Force Privacy Act Program*, contains a Privacy Act Statement. Executive Order 9397 and Title 10, United States Code (USC), Section 8013, give the Air Force authority to collect and keep these records (Systems number-AFDIR 37-144, FO35ARPC B). Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels (recommendations from ANG units must be sent through NGB/DP), to HQ ARPC/XP, 6760 E. Irvington Place #7500, Denver CO 80280-7500. Attachment 1 is a glossary of references, abbreviations, and acronyms.

**SUMMARY OF REVISIONS**

This revision: includes many changes due to rearranging information. Headquarters Air Force Reserve (HQ AFRES) has been changed to Headquarters Air Force Reserve Command (HQ AFRC.) Significant changes in guidance are: guidance for promotions under the Reserve Officer Personnel Management Act (ROPMA) (paragraphs 1.1.1., 1.1.4.3., 2.4., & 5.3.2.); clarify assignment responsibilities (paragraphs 1.1.3. through 1.1.4.); identifying the purpose and requirements of the AF Form 1288, to include UIF data (paragraph 1.1.4.); defining the requirements for approval document for overgrades and undergrades (paragraph 1.5.1.); it includes a new section on overages (paragraphs 1.6. through 1.6.1.4. & Table 1.3.); providing guidance for non-fully qualified IMAs (paragraph 1.7.1.); defining assignments of former SEAs (paragraph 1.11.2; clarifying IMA assignments outside CONUS (paragraph 1.12.); giving members the opportunity to waive entitlement to sanctuary (paragraph 1.1.2.); requiring a check of PRISM to

verify RBGQB eligibles (paragraph 2.2.4.1.). A | indicates revisions from the previous edition. Changes not identified in this paragraph are due to rearranging information or minor items not caused by changes in policy.

## **PART 1— SELECTED RESERVE ASSIGNMENTS 5**

### **Chapter 1— ASSIGNMENTS THROUGH THE GRADE OF COLONEL 5**

#### **Section 1A Overall Policies and Responsibilities for Ready Reserve Assignments 5**

- 1.1. Assignments and Reassignments Within the Ready Reserve Under Air ..... 5
- 1.2. Assignment Priorities. .... 10
- 1.3. Assignment Waivers. .... 10
- 1.4. Availability for Mobilization: ..... 11
- 1.5. Grade Criteria (Overgrade and Undergrade): ..... 11
- 1.6. Overages. .... 13
- 1.7. Air Force Specialty Code (AFSC) Criteria: ..... 14
- 1.8. Reassignment for Medical Reasons. .... 14

#### **Section 1B Assignments for Specific Kinds of Positions 16**

- 1.9. Rated Assignments: ..... 16
- 1.10. Professional Specialty Assignments (Chaplain, Legal, and Medical): ..... 17
- 1.11. USAFR Senior Enlisted Advisor (SEA) Assignments. .... 19
- 1.12. Assignments Overseas: ..... 20
- 1.13. USAFR Unit Commander Assignments. .... 21
- 1.14. Air Reserve Technician (ART) Assignments. .... 21

#### **Section 1C Assignments for Specific Groups or Individuals. 21**

- 1.15. Individuals in Key Positions. .... 21
- 1.16. Assignments for Officers Selected to Attend Professional Military Educa ..... 23
- 1.17. Assignment of Family Members in Command or Supervisory Positions. .... 23
- 1.18. Assignment of Members of the Retired Reserve. .... 24
- 1.19. Assignment of Active duty Retired Members to Reserve Units. .... 24

#### **Section 1D Assignment Processing. 24**

- 1.20. Voluntary Assignments. .... 25
- 1.21. Applications for Assignments: ..... 25
- 1.22. Accession Assignment Actions. .... 25

1.23. Line IMA Colonel Assignments. ....	25
1.24. Category A Unit Assignments to Colonel Authorizations. ....	25
1.25. IMA Applications. ....	26
1.26. HQ ARPC Central Manager Applications. ....	26
1.27. Other Applications. ....	26
1.28. Required Waivers. ....	26
1.29. Physical Requirements. ....	26
1.30. HQ AF Form 4007 ....	27
Table 1.1. Assignment Restrictions. ....	27
Table 1.2. Grade Considerations/UMD Codes. ....	29
Table 1.3. Overage Codes. ....	32
<b>Chapter 2— GENERAL OFFICER ASSIGNMENTS</b>	<b>34</b>
2.1. Assignment Approval. ....	34
2.2. The Reserve Brigadier General Qualification Board (RBGQB). ....	34
2.3. Initial Assignment to a General Officer Position. ....	36
2.4. Reassignment Out of a General Officer Position. ....	36
<b>Chapter 3— STATUTORY TOUR ASSIGNMENTS</b>	<b>38</b>
Section 3A Assignments under 10 USC Section 12310	38
3.1. Assignment Guidance and Accountability. ....	38
3.2. Eligibility Criteria. ....	39
3.3. Application Procedures. ....	39
3.4. Reassignment of Members. ....	40
3.5. Tour Extensions and Additional Tour Policy. ....	40
3.6. Release From EAD. ....	40
3.7. Publication of Orders and PDS Support. ....	40
Section 3B Assignments under 10 USC Section 10211 and 10305 (h)	40
3.8. Assignment Guidance and Accountability. ....	40
3.9. Assignment Policy. ....	41
3.10. AFI 36-2116, ....	41
3.11. Administrative Support ....	41

<b>PART 2— INDIVIDUAL READY RESERVE (IRR) AND STANDBY ASSIGNMENTS AND REASSIGNMENTS</b>	<b>42</b>
<b>Chapter 4— REASSIGNMENTS AND TEMPORARY RELEASES</b>	<b>42</b>
4.1. Propriety of Assignments to ARPC. ....	42
4.2. Involuntary Reassignments: ....	43
4.3. Voluntary Reassignments: ....	44
4.4. Temporary Release From Participating in Reserve Training: ....	44
<b>Chapter 5— INDIVIDUAL READY RESERVE (IRR) AND STANDBY ASSIGNMENTS</b>	<b>46</b>
5.1. Military Service Obligation (MSO). ....	46
5.2. Individuals Reassigned to the IRR and Standby Reserve. ....	46
5.3. Classification of IRR Sections. ....	46
5.4. Classification of Standby Reserve Sections. ....	48
Table 5.1. Ready and Standby Reserve Reassignments. ....	50
Table 5.2. Military Service Obligation (MSO). ....	57
<b>Attachment 1— GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS</b>	<b>58</b>
<b>Attachment 2— SAMPLE STATEMENT OF UNDERSTANDING (OVERAGE STATUS)</b>	<b>61</b>
<b>Attachment 3— SAMPLE NOTIFICATION OF INITIATION OF INVOLUNTARY REASSIGNMENT</b>	<b>62</b>
<b>Attachment 4— SAMPLE ACKNOWLEDGMENT OF NOTIFICATION OF INITIATION OF INVOLUNTARY REASSIGNMENT ACTION</b>	<b>64</b>
<b>Attachment 5— SAMPLE LETTER OF RECOMMENDATION</b>	<b>65</b>

**PART 1**  
**SELECTED RESERVE ASSIGNMENTS**

**Chapter 1**

**ASSIGNMENTS THROUGH THE GRADE OF COLONEL**

***Section 1A—Overall Policies and Responsibilities for Ready Reserve Assignments***

**1.1. Assignments and Reassignments Within the Ready Reserve Under Air Force personnel policy:**

- Members must qualify for positions by grade and Air Force Specialty Code (AFSC). That is, a member's grade and AFSC must match the position's grade and AFSC.
- Commanders must actively support the recruitment of qualified members of all races, sexes, creeds, and ethnicities.
- Recruiters, commanders, and IMAPMs must consider Total Active Federal Military Service (TAFMS), the applicant's place of residence, future plans, and possible conflicts with civilian occupation before approving an assignment or reassignment.

**1.1.1. Promotions Under the Reserve Officer Personnel Management Act (ROP MA).** Members promoted to grades above major are required to serve satisfactorily in an active status (10 USC § 101) in that grade for a period of not less than 3 consecutive years in order to retire in the higher grade, unless:

- The member has served satisfactorily a minimum of 6 months in the grade of Lieutenant Colonel or above and is involuntarily separated for maximum age or length of service; they may retire in the higher grade or be reassigned to the Inactive Standby List Reserve Section (ISLRS.) Requirements for satisfactory participation are found in AFMAN 36-8001.
- An officer in a points only program is removed from the program for failure to earn the number of required points for a satisfactory year. A one time/one year approved waiver to accommodate unforeseen or uncontrollable circumstances may allow for additional time up to 1 year.

**1.1.2. Sanctuary.** “Sanctuary” means that any officer or ARC enlisted member who attains 18 (but less than 20) years of active duty while serving on active duty (other than for training) must be retained on active duty unless voluntarily separated, medically disqualified for continued service, administratively discharged, or separated or discharged for cause. Find additional guidelines in AFI 36-3206 *Administrative Discharge Procedures for Commissioned Officers*, AFI 36-3208 *Administrative Separation of Airmen*, AFI 36-3209 *Separation Procedures for Air National Guard and Air Force Reserve Members*, and AFMAN 36-8001.

1.1.2.1. Do not involuntarily separate any member eligible for the active duty or Reserve sanctuary until they reach eligibility for a retirement annuity, unless their release is approved by the Secretary of the Air Force or the member waives their right to the sanctuary entitlement prior to entering active duty. In order to waive the sanctuary entitlement, unit assigned members must contact their unit commander and IMAs must contact HQ ARPC/DRB.

1.1.2.2. If a reservist performs a Military Personnel Appropriation (MPA) tour:

- Which inadvertently results in their qualifying for sanctuary, and
- The member declines to separate from active duty, or
- Is not medically disqualified, separated, or discharged for cause,

they will be reported to HQ Air Force Personnel Center (AFPC) for immediate accession into the active duty Air Force and will be made available for worldwide assignment.

1.1.2.3. If a reservist performs an ADS tour:

- Which inadvertently results in their qualifying for sanctuary, and
- The member declines to separate from active duty, or
- Is not medically disqualified or separated or discharged for cause,

they will be assigned, as appropriate, to an authorized statutory tour position managed by HQ AFRC or HQ ARPC until reaching eligibility for an immediate active duty retirement annuity. No overages are authorized for such assignments.

**1.1.3. Special Screening of the Ready Reserve .** The Secretary of the Air Force may direct a special screening of the Ready Reserve:

- When the Ready Reserve has more members than it needs in a mobilization.
- To make sure that members are within the maximum service or age limits, and that they meet standards for active force assignments.

1.1.3.1. The screening process determines if members:

- Stay in the Ready Reserve.
- Transfer to Retired Reserve (if they are eligible and apply).
- Transfer to Standby Reserve.
- Are discharged.

#### **1.1.4. Assignment Responsibilities.**

1.1.4.1. HQ USAF/RE Responsibilities. HQ USAF/RE reviews and approves all colonel assignments to:

- Individual Mobilization Augmentee (IMA) positions to the Office of the Assistant Secretary of Defense (OASD) and the Office of the Joint Chiefs of Staff (OJCS).
- USAFR Wing and Detached Group Commander positions.

1.1.4.2. HQ USAF/REP Responsibilities. HQ USAF/REP is the office of primary responsibility (OPR) for USAFR assignment policies. HQ USAF/REP reviews and approves all assignments or waivers to IMA colonel positions (non-line IMA colonels excepted.)

1.1.4.3. Military Personnel Flights (MPFs). MPFs send exception to policy requests through channels to:

- HQ Air Force Reserve Command (AFRC)/DPM for unit program lieutenant colonels and below.
- HQ AFRC/DPMO for unit program lieutenant colonels in colonel positions and colonels .
- HQ Air Reserve Personnel Center (ARPC)/DPR for all IMA lieutenant colonels and below.

- Under the Reserve Officer Personnel Management Act (ROPMA), the servicing MPF is responsible for notifying officers promoted to lieutenant through Lt. Colonel and above of their promotion. In addition, the promotion information letter should inform the officer of the new time in grade requirements (lieutenant through major-6 months)(lieutenant colonel and above-3 years.) (See paragraph 1.1.1.).

1.1.4.4. Air Reserve Recruiting Responsibilities. Reserve recruiting is responsible for pre-qualifying and processing all non-pay members requesting a position in the Selected Reserve and individual professional education and stipend programs. These include:

- Assignments from the ANG to the USAFR Selected Reserve, or
- Assignments from a non-pay USAFR position to the USAFR Selected Reserve, or
- Assignments from a non-participating USAFR position to the USAFR Selected Reserve.
- Members separating from active duty to an USAFR Selected Reserve assignment (Palace Front, Palace Chase, etc.)

Prequalifying and processing includes the initiation of necessary assignment waivers, in accordance with recruiting instructions.

1.1.4.4.1. Recruiting may fill projected vacancies 12 months in advance. (see Table 1.3.)

1.1.4.5. HQ AFRC Assignments. In peacetime HQ AFRC manages Selected Reserve Category A units according to wartime mission needs.

- HQ AFRC/CV reviews and approves all unit program colonel assignments and lieutenant colonel assignments to colonel positions.
- USAFR numbered Air Force (NAF) and wing commanders approve all command assignments in their units for personnel in grades lieutenant colonel and below.
- Unit commanders approve all other assignments in their command.
- Normally, applicants' place of residence should be within 100 miles or 3 hours one-way driving time from their training site. However, commanders, or designated representatives may approve assignments of members who do not reside within 100 miles or 3 hours driving time from the training site by indicating this on the AF Form 1288.

**1.1.4.5.1. Relocation:** This policy covers USAFR unit personnel who relocate their residence from one unit's commuting area to another unit's commuting area. It applies to officers (major and below) and enlisted members (master sergeant and below) and seeks to prevent the loss of valuable personnel because of relocation. These rules apply:

- The gaining wing commander has approval authority.
- Personnel relocating within a commuting area or asking to change assignments within a commuting area are ineligible.
- Aircrew members must be reassigned to the same weapons system and not exceed C1 status requirements.
- Do not assign personnel who impact the command or supervisory structure unless the gaining commander agrees.
- The UMD expiration date equals the member's MSO or 2 years from the Effective Date of Change of Strength Accountability(EDCSA), whichever is greater.

- Enlisted members must be fully qualified in their Control Air Force Specialty Code (CAFSC).
- Members in retraining are not eligible.
- Relocation overages are not overgraded as well.
- Assign members to shortage or vacant positions in their grade and AFSC.
- An enlisted member may accept a voluntary demotion (not below the grade of staff sergeant) to qualify for a position.
- UMD Code “7” applies if no valid position is available.

1.1.4.5.2. The losing commander recommends the member and certifies (on AF Form 1288) that the member meets all quality force standards.

1.1.4.5.3. DPMAR files a copy of the commander's certification in the member's relocation folder. Keep members in their present assignment if the losing commander disapproves the reassignment and initiates appropriate discharge action or reassigns to ARPC.

1.1.4.5.4. The losing MPF sends the assignment application and the commander's certification to the gaining MPF for processing.

1.1.4.5.5. The gaining MPF:

- Processes the assignment application within 30 calendar days after receiving it and tells the losing MPF what the gaining commander decided.
- Ensures all mandatory information is provided, to include the 2nd endorsement (reporting official.)
- Projects the assignment in PDS.

#### 1.1.4.6. HQ ARPC Assignments.

1.1.4.6.1. Assigning an IMA. Normally, applicants' place of residence should be within 100 miles or 3 hours one-way driving time from their training site. However, commanders, IMAPMs, or designated representatives may approve assignments of members who do not reside within 100 miles or 3 hours driving time from the training site by indicating this on the AF Form 1288.

1.1.4.6.2. IMAs provide fast, sizable expansions of the active force per AFI 38-204, *Air Force Manpower Programming*. Fill IMA positions based on active force wartime manpower needs. Normally, attach IMAs to active duty, ANGUS, or USAFR units for inactive duty training (IDT). HQ ARPC centrally managed IMAs will be mobilized as directed by their program manager. Assign an IMA for training following these priorities:

- To a single location: All training (IDT/Annual Tour) takes place at the member's Unit Manpower Document (UMD) mobilization site.
- To a single training location (STL): All training takes place at a single site near the member's home. To let the member train near home, the STL may be in the same command that needs manpower or in another command. The member mobilizes to the UMD mobilization site.



**EXCEPTION:** If an IMA Program Manager (IMAPM) approves, an IMA may train in an assigned or attached arrangement, in which the member is assigned to the mobilization unit and attached to a unit near their home.

1.1.4.6.3. HQ ARPC/DPR Responsibilities. HQ ARPC/DPR assigns personnel below the grade of colonel to MAJCOM IMA positions but may assign them to:

- Centrally managed programs.
- Air Force Intelligence Agency (AIA).
- HQ USAFR units.
- Office of Special Investigations (OSI).
- Office of the Assistant Secretary of Defense (OASD).
- Office of the Joint Chiefs of Staff (OJCS).

1.1.4.6.3.1. Coordination. Coordinate with gaining MAJCOM and field operating agencies (FOA) in cases involving:

- AFSC determination.
- Reclassification.
- Retraining.
- Predetermined special category (SPECAT) assignments.

1.1.4.6.3.2. Additional Responsibilities. In addition, HQ ARPC/DPR:

- Publishes assignment orders for colonel positions as HQ USAF/REPS directs.
- Publishes assignment orders to ANGUS units.
- Reviews assignment applications from individuals assigned to HQ ARPC.
- Advises gaining MPF of any negative or questionable information needed by the gaining commander.
- Assigns individuals to USAFR units at the request of HQ AFRC/DPM or an USAFR MPF.
- Determines the eligibility of officers on extended active duty (EAD) who apply for a participating Reserve category position.
- Directly assigns reservists who meet assignment eligibility to IMA positions without waivers.

1.1.4.6.4. HQ ARPC/DRM Responsibilities. HQ ARPC/DRM serves as the program manager for individuals assigned to Air Force elements.

1.1.4.7. MAJCOMs, Central Managers, and FOAs:

- Approve IMA assignments, except for colonels. The non-line central managers approve their colonels' assignments.
- Coordinate assignments with HQ ARPC/DPR or HQ AFRC/DPM or both.
- Ensure prompt assignments by talking directly to HQ ARPC/DPR.

1.1.4.8. Commanders and MAJCOM IMAPMs. When told about a reservist's reassignment to a selected Reserve unit or IMA position, losing commanders and IMAPMs review the decisions

from a quality force standpoint. Losing commander or IMAPM is required to make mandatory comments in the first endorsement of the AF Fm 1288 *Application for Ready Reserve Assignment*, or the Reserve Management Vacancy System (RMVS) advising the gaining commander, MPF (for unit assignments), or HQ ARPC/DPR (for IMA assignments) of any negative or questionable information, to include any UIF action within the last 5 years. The gaining commander or IMAPM is required to make mandatory comments in the second endorsement, to include reporting official. The AF Form 1288 is used to obtain reassignment approval from the losing and gaining commander, IMAPM, or designated representative when requesting a Ready Reserve assignment. See AFI 36-2907 *Unfavorable Information File (UIF) Program*. Applicants requesting assignment to the Selected Reserve must certify that they have or have not received an Unfavorable Information File (UIF) within the last 5 years. This certification will be accomplished using the AF Fm 1288 or a separate statement attached to the AF Fm 1288. The gaining reserve MPF or gaining IMAPM will request a copy of the UIF or AF Fm 1137, from the applicant's current commander (or ARPC/DSX if assigned to the IRR) prior to approval of the assignment.

1.1.4.8.1. The MAJCOM IMAPM is responsible for personnel, manpower, and programming issues relating to assigned IMAs.

1.1.4.8.2. Guidelines for reassignments due to deactivation, relocation or manpower authorization changes of Unit and IMA positions are found in table 5-1. Reassignments may be voluntary or involuntary, in an appropriate AFSC or with retraining. Unit commanders and IMAPMs:

- Make every effort to reassign qualified overage members to a position.
- Reassign members to ARPC if they cannot locate a position.

**1.2. Assignment Priorities.** Process volunteers for positions in the Selected Reserve according to these priorities:

- Priority 1--Members of the Selected Reserve who want to re-enlist.
- Priority 2--Members without positions because of unit deactivation, relocation, or manpower authorization changes.
- Priority 3--Members of Selected Reserve who desire transfer to another Selected Reserve assignment.
- Priority 4--Members applying under the PALACE CHASE program and members involuntarily separated from active duty because of force reductions.
- Priority 5--Members of the IRR, to include medical stipend graduates.
- Priority 6--Other prior service individuals, to include PALACE FRONT.
- Priority 7--Non-prior service individuals.

1.2.1. Assignment of Obligated Individuals. Do not reassign an obligor to make room for a volunteer.

**1.3. Assignment Waivers.** HQ AFRC/DPMF for unit personnel lieutenant colonel and below, HQ AFRC/CV for unit personnel lieutenant colonels filling colonel positions and colonels, and HQ ARPC/DP for IMA personnel below the grade of colonel may authorize assignment waivers. HQ USAF/REP is the waiver authority for line IMA colonels.

1.3.1. For the unit program, coordinate waivers through the servicing MPF. MPF commanders must coordinate on all waivers pertaining to lieutenant colonels in colonel positions and all colonels for unit personnel.

1.3.2. For the unit program, finalize and approve waivers before the assignment effective date. If waiver is disapproved, the appropriate DPMAR reassigns member to HQ ARPC within 180 days. See table 5.1.

1.3.3. File completed waivers in the member's unit personnel records group (UPRG) or keep them in local MPF/DPMAE files until the waiver's expiration date.

1.3.4. For unit members, note that commanders at any level may reject and return a waiver to its originator. For IMAs below the grade of colonel, IMAPMs and HQ ARPC/DP may disapprove waiver requests.

1.3.5. Note that the waiver authority may rescind, in writing, approved waivers at any time.

#### **1.4. Availability for Mobilization:**

1.4.1. Members must:

- Let their civilian employers know of their continued military affiliation, training requirements, and projected assignments.
- Tell their commanders and military supervisor about changes that affect their availability, such as, civilian employment, dependent status, or physical qualifications. Use AF Form 512, Change of Address/Telephone Number (ANG/USAFR), to report changes of address and telephone numbers.

1.4.2. Individuals who cannot mobilize immediately are ineligible for Air Force Reserve assignment.

1.4.3. After receiving mobilization orders, civilian employment is not a factor in granting a delay, or exemption from mobilization. Delay is a postponement of not more than 30 days from order to active duty. Exemption is total relief from the order to active duty.

1.4.4. Requests for delay or exemption are processed according to AFI 10-416, *Personnel Readiness and Mobilization*, Chap 10. Officers requesting exemption must tender their resignation and airmen with an approved exemption will be discharged according to AFI 36-3209.

1.4.5. Eligible members may send a request for reassignment to the Standby or Retired Reserve.

#### **1.5. Grade Criteria (Overgrade and Undergrade):**

**1.5.1. Undergrade and Overgrade Approvals (Lieutenant Colonels and Below).** Commanders will approve undergrade and overgrade waivers only when considered to be in the best interest of the USAFR and leveling action cannot be accomplished. Unit commanders or IMA supervisors will submit requests for overgrade waivers to the wing or Regional Support Group (RSG) commander or IMAPM for approval. Wing commanders and IMAPMs should keep in mind that approval of overgrade and overage conditions for officers will have impact for future promotion quotas under the ROPMA provisions. As a minimum, waiver requests must contain the following information:

- Member's grade, name, SSN.
- Whether this is a one or two grade overgrade waiver condition.

- Previous position number and authorized grade (if unknown or not applicable, so state--not applicable if the member is reassigned from HQ ARPC or another base).
- Position number/authorized grade.
- DAFSC; PAS Code; date overgrade condition originated.
- Current overgrade expiration date, if applicable.
- Desired expiration date.
- Explanation of how the overgrade condition occurred, to include:
- Action change number (ACN) for manpower changes.
- Justification to warrant the overgrade waiver.
- The approval document must contain the following statement; “This overgrade is approved as being in the best interest of the Air Force Reserve, after consideration of the policy and guidance provided by AFI 36-2115 Assignments Within the Reserve Components, and AFI 36-2503 Administrative Demotion of Airmen “enlisted only”. Overgrade code (code)with expiration date of (date) is approved..”
- The signature of the approval authority (table 1.2.) on the assignment document, AF Form 1288, or input into Reserve Management Vacancy System (RMVS) remarks or AF Form 2096, Classification/On the Job Training Action, or PCIII equivalent, constitutes approval of an undergrade waiver. The wing or RSG commander, or the IMAPM will notify the unit commander/IMA supervisor of overgrade waiver approval. The MPF/DPMA (for unit) and HQ ARPC/DPR (for IMAs) will continue the assignment processing on approved waivers.

**1.5.2. Approval Provisions.** Table 1.2. lists undergrade and overgrade situations and approval authorities. Additional provisions apply to approval authorities:

- Approve only the two-grade overgrade waivers resulting from a manpower change the NAF, wing, RSG, group, or unit did not initiate. Unit commanders or IMAPMs may authorize a technical sergeant to fill a staff sergeant position without a waiver.
- Do not delegate the overgrade and undergrade approval authority within the unit program.

**1.5.3. Voluntary Demotion (Enlisted only).** Voluntary demotion may be needed for a member to qualify for a position. However, demotion below the grade of staff sergeant is not required.

**1.5.4. Denied Waivers.** For denied waivers, the unit commander or IMA supervisor notifies the member in writing:

- The waiver is denied.
- They may accept voluntary demotion per AFI 36-2503, Administrative Demotion of Airmen, to qualify for assignment.
- They have been assigned to another position.
- They will be reassigned to ARPC with an EDCSA of no later than 180 calendar days from the date the waiver was denied..

**1.5.5. Waiver Expiration.** The appropriate DPMAE tells unit commanders or IMAPMs 90 calendar days before an overgrade waiver expires.

1.5.5.1. The unit commander or IMAPM has 60 calendar days to send a revalidation; otherwise, the appropriate MPF assigns the member to either:

- A position consistent with the member's grade and AFSC (DPMAE) or
- ARPC, in a nonparticipating status no later than the waiver's expiration date (DPMAR).

1.5.5.2. If a unit commander or IMAPM withdraws an overgrade waiver;

- DPMAE notifies DPMAR.
- DPMAR reassigns the member to ARPC in a nonparticipating status.
- They will be reassigned with an EDCSA of no later than 180 calendar days from the date the overgrade waiver was withdrawn.

1.5.5.3. The unit commander or IMAPM provides written notification to the member about changes in overgrade status.

1.5.5.4. A member promoted to the rank of colonel is given 180 days from promotion effective date (PED) to secure a colonel position. If a position is not available, reassign the member to HQ ARPC in a surplus status (see Table 5.1. rule 14.) This also applies to a colonel who has been replaced or whose position has been downgraded.

**1.5.6. Promotion Enhancement Program (PEP).** An enlisted member promoted under the PEP does not need the overgrade waiver that paragraphs 1.5.1 through 1.5.5 describe. The PEP promotion order is the source document for the waiver.

1.5.6.1. PEP members:

- May be considered for normal overgrade assignment when PEP overgrade is lost due to transfer to another manpower position or their position is downgraded or deleted.
- May be Two grade overgrades only as authorized IAW paragraph 1.5.2..

**1.5.7. Undergrade and Overgrade Approvals (Lieutenant Colonels in Colonel Positions and Colonels).**

1.5.7.1. The wing commander sends waivers for USAFR unit assigned colonels and lieutenant colonels in colonel positions through channels to HQ AFRC/DPMO for HQ AFRC/CV approval.

1.5.7.2. The Director of Personnel HQ USAF/REP approves IMA colonel undergrade waivers for lieutenant colonels in colonel positions except for Chaplain, Legal, and Medical IMAs. These undergrade waivers are approved by the appropriate Central Manager.

**1.6. Overages.** Assignment of a reserve member to an occupied position is an overage. All overages must be authorized in the Wing Manning Policy or on a case by case basis signed by the Wing Commander or IMAPM, including training capabilities/readiness enhancement overages. A HQ AFRC Programming Plan (PPLAN) guides the disposition of overages in the unit program. In the absence of a PPLAN, keep overages in their present assignment for up to 1 year from the date the position is deleted. Use UMD Code "8" for overages resulting from manpower changes.

1.6.1. Only assign an overage if no other valid position is available.

1.6.1.1. A wing commander or IMAPM who approves an assignment as an overage includes this statement in the remarks' section of AF Form 1288: "Member is approved as an overage with an expiration date of (date)." The wing commander or IMAPM may withdraw this waiver at any time.

1.6.1.2. Advise the member in writing of the overage status by the commander or IMAPM with the information in *Attachment 1*.

1.6.1.3. See Table 1.3 for guidance on the use of various overage codes.

### **1.7. Air Force Specialty Code (AFSC) Criteria:**

1.7.1. Before accepting a member for an assignment, unit commanders or MAJCOM IMAPMs consider:

- Assignment of a member to a position in the same or similar career field.
- Assignment in an additional AFSC.
- Classification actions that AFIs 36-2102 Base Level Relocation Procedures, 36-2107, Active Duty Service Commitments and 36-2110, Assignments, authorize.
- Qualifications a member gains from civilian schooling or employment.
- Assignment for retraining in a new Air Force specialty when possible.
- Assignment of only fully qualified persons to IMA positions, (The IMAPM or central manager should consider exceptions on a case by case basis.) Members with approved IMA assignments without required AFSC qualifications must adhere to the mandatory school attendance requirements and IMAPMs must immediately program formal training attendance with HQ ARPC/DRM in accordance with AFMAN 36-8001 Reserve Personnel Participation and Training Procedures, Chapter 8)

**1.8. Reassignment for Medical Reasons.** Normally, physical disqualification from worldwide service prevents individuals from participating in active and inactive duty training. To operate efficiently the Air Force must protect the health and safety of its military personnel.

**1.8.1. Re-entering the Ready Reserve after medical disqualification:** To re-enter the Ready Reserve after medical disqualification, a member sends a request to HQ ARPC/DPR, 6760 E. Irvington PL #2200, Denver CO 80280-2200. The request contains a report of a medical examination and a statement of the reasons for the physical disqualification.

1.8.1.1. A reserve recruiter may process a member for assignment to a unit or IMA position if the surgeon, HQ ARPC, finds that the physical condition is no longer disqualifying, and the individual is otherwise eligible for Ready Reserve.

1.8.1.2. HQ ARPC/DPR may assign Retired Reserve members if the individual is otherwise eligible for Ready Reserve assignment.

**1.8.2. Pregnancy:** Pregnant members in the non participating IRR, the Standby Reserve or on active duty with a remaining MSO, may ask for an assignment to the participating Reserve.

1.8.2.1. A qualified physician must state in writing that a member's pregnancy is uncomplicated and allows for an assignment.

1.8.2.2. Participating pregnant members who do not ask for reassignment keep their present status. However, to prevent the member's mobilization, the MPF updates PDS using Assignment Availability Code "81" with the availability date 6 weeks after the expected delivery date.

**1.8.3. Human Immunodeficiency Virus (HIV):** Members who test positive for the HIV may stay in a position that does not require overseas deployment. To do so, the member must be clinically well.

1.8.3.1. Reassign members testing HIV positive to the Standby Reserve, active section, only if the Ready Reserve cannot effectively employ them.

1.8.3.2. The unit commander for unit members or the IMAPM for IMAs makes this determination case by case.

1.8.3.3. When reassignment is needed:

- HQ AFRC/DPML (for unit) or HQ ARPC/DPMA (for IMAs) updates the assignment in PDS.
- The losing MPF (for unit) or IMAPM (for IMAs) tells the member of the new assignment and publishes orders with the following statement: "Do not reassign member to the unit program without HQ AFRC/DP approval, or the IMA program without HQ ARPC/DP approval." Process assignment requests quickly to ensure the member due process.

1.8.3.3.1. Members assigned to Standby Reserve may apply for non-mobility positions if:

- A requirement exists.
- They are qualified.
- They are medically certified by HQ ARPC/SG for unit affiliation.

Direct individuals wishing to join the Air Force Reserve to the nearest reserve recruiter for processing.

**1.8.4. Responsibilities for medical reassignment from the Selected Reserve to the Standby Reserve:**

1.8.4.1. MPF commanders personally review all reassignments and send case files through command channels in a sealed envelope marked "TO BE OPENED BY ADDRESSEE ONLY."

1.8.4.2. Each reviewing official ensures the confidentiality of the case file.

1.8.4.3. The appropriate MPF section updates Assignment Limitation Code (ALC) C and Deployment Availability Code 41 for members in Selected Reserve and in the active section of Standby Reserve.

1.8.4.4. The unit commander or IMAPM coordinates these assignments with the medical Group Commander or Senior Medical Group Officer assigned to the wing (unit program) or HQ ARPC/SG (IMA program).

1.8.4.5. The unit commander or IMAPM complies with paragraph 4.2. of this AFI. The Letter of Recommendation (Attach 3) must also state no non-mobility positions are available.

1.8.4.6. The medical facility letters should include all letters telling the unit commander of HIV test results and letters advising the member to contact the medical facility for counseling. If the member does not acknowledge receiving the medical facility letter, provide a copy of the certified mail receipt.

1.8.4.7. Return disapproved requests from any level to the unit commander or IMAPM for further action.

1.8.4.8. The unit commander/IMAPM sends a case file through the local staff judge advocate, wing or RSG, and servicing MPF to HQ AFRC/SG for unit personnel and HQ ARPC/SG for IMA personnel. Case files include:

- The member's grade, name, and SSN.
- Statement that no non-mobility positions are available.
- Commander's letter of recommendation (Attach 3.)
- Member's acknowledgment and rebuttal, if sent.
- AF Form 422, Physical Profile Serial Report.
- All medical facility letters.
- Copy of HIV-positive test results.
- Any letters of counseling.
- Any other pertinent documentation.

1.8.4.9. HQ AFRC/DP (unit) or HQ ARPC/SG (IMAs) sends final disposition instructions to the member's unit or IMAPM. If AF Form 422 is in the unit participation folder, excused absence requests are not needed.

## ***Section 1B—Assignments for Specific Kinds of Positions***

### **1.9. Rated Assignments:**

#### **1.9.1. Rated Officer Assignment:**

1.9.1.1. Assign only rated officers to rated positions.

1.9.1.2. Reassign members disqualified for aviation service the day after disqualification. Members disqualified for medical reasons may fill rated positions that do not require flying certification or duties.

1.9.1.3. For lieutenant colonel and below authorizations with a rated position identifier (RPI) 3 or 4, the MPF:

Coordinates assignment actions with the squadron commander or operations officer.

1.9.1.4. For lieutenant colonel and below authorizations with RPI code "0", the MPF:

- Verifies officer's eligibility for new AFSC IAW AFMAN 36-2105, Officer Classification
- Works in concert with the gaining and losing commander to confirm the assignment to the new position
- Reassigns member to ARPC within 180 days of disqualification if no suitable position is available. See Table 5.1. Rule 25.

1.9.1.5. Assign members chosen for Undergraduate Pilot Training (UPT) or Undergraduate Navigator Training (UNT) to vacant positions if at all possible. If unable to do so, overages are permitted for up to 6 years from the member's total federal commissioned service date (TFCSO). UMD overage Code 6 applies. If an overage UPT/UNT candidate has over 6 years TFCSO, the servicing MPF contacts HQ AFRC/DPMF for PDS update procedures.



1.9.1.6. Do not assign a rated officer to be a chaplain or judge advocate unless the member requests voluntary disqualification from aviation service. On approval of request, HQ ARPC/DPR appoints the member to the Chaplain Corps or JAGDR.

**1.9.2. Enlisted Aircrew Assignments.** Enlisted aircrew personnel must meet AFI 48-123, *Medical Examination and Medical Standards*, medical requirements and have a current class III flying physical. Individuals attending a formal school must also comply with special medical requirements listed in AFCAT 36-2223, *US Air Force Formal Schools*.

## **1.10. Professional Specialty Assignments (Chaplain, Legal, and Medical):**

**1.10.1. ARPC Central Managers (SG, HC, JA).** Central managers evaluate individuals once a year for possible reassignment to another position. Central managers review and approve all applications for professional specialties to IMA and IRR positions.

**1.10.2. Category A Unit Assignments.** USAFR NAF, or wing commanders recommend approval for chaplain, legal, and medical professional specialty assignments for lieutenant colonel and below. They:

- Coordinate with HQ AFRC/HC before approving a chaplain assignment.
- Send requests for professional specialty assignments to fill colonel positions to HQ AFRC/DPMO for HQ AFRC/CV approval.
- Coordinate with HQ AFRC/JA before approving a JAG assignment IAW AFI 51-802.

**1.10.3. Medical Services Officer Career Area.** Applicants for medical services must have the AFSC of the position. If no qualified candidates are available, commanders send requests for waivers through channels to HQ AFRC/SG (for unit) or HQ ARPC/SG (for IMA). Lieutenant colonels in colonel positions or colonel assignments must be sent to HQ AFRC/DPMO for HQ AFRC/CV approval.

### **1.10.4. Flight Surgeon:**

1.10.4.1. HQ AFRC/SG, HQ ARPC/SG, or the US Air Force Surgeon General certifies the required medical examinations.

1.10.4.2. Applicants for flight surgeon positions must qualify medically for flying duties per AFI 48-123.

1.10.4.3. Applicants for the Aerospace Medicine, Primary Course (B3OBY48G1-000) must complete all medical requirements within 120 days before the course starts.

1.10.4.4. An applicant may already be rated as a flight surgeon, pending aeronautical revalidation or requalification and medical qualification.

1.10.4.5. Reassign medical officers who do not meet medical requirements to a position for which they qualify or to HQ ARPC (non-participating status.)

1.10.4.6. Unit commanders may offer their assigned physicians in clinical patient care specialties an opportunity to use an aeronautical rating as an aerospace medicine physician, AFSC 48GX (Flight Surgeon). The following provisions apply:

- The applicant must agree in writing to start the Aerospace Medicine, Primary Course (B3OBY48G1-000) within 1 year of assignment. The applicant must apply for and com-

plete the 7-week Aerospace Medicine, Primary Course (B3OBY48G1-000). This course may be attended in increments; however, course completion is required within 5 years of appointment/assignment.

- Upon course completion, physicians able to satisfy the flying and ground training to maintain “active flying status” will be designated a DAFSC of 48G1 and awarded 2AFSC or 3AFSC as 48G1. Concurrently, the medical unit commander should submit an AFRES Form 106, Manpower Authorization Change Request (MCR), in accordance with AFRESI 38-201, unfunding the wartime required physician position. Also, this MCR should establish a position with AFSC 48G3 and RPI-5. This will entitle the physician to Aircrew Incentive Pay (ACIP) in accordance with AFI 11-401.
- If a physician is unable to meet the requirements for active status or leaves the unit, an AFRES Form 106 must be submitted to reverse the MCR action noted above. This action would fund the wartime required physician position. Also, this MCR would delete the previously established offset position.
- Physicians completing the course but unable to meet “active” requirements (i.e., civilian practice limits Reserve participation) will be placed in inactive flying status. They are nonetheless authorized to fly and log time without ACIP on a noninterference basis with unit training and flying schedules (AFI 11-401). Physicians in this category should not change their DAFSC but may be awarded 2AFSC or 3AFSC as 48G1. RPI-5 codes are not applicable.

1.10.4.7. Commanders reassign officers who fail to complete this course to a position for which they qualify or to ARPC in a non-participating status.

**1.10.5. Nurses.** Do not assign to the Reserve, or attach as a member of the IRR, a nurse who does not actively practice nursing. This requirement is in addition to those in AFMAN 36-8001.

1.10.5.1. Active engagement in nursing is defined as a nurse who is employed or working voluntarily in a position that requires a registered nurse (RN.) The minimum requirement for active engagement in nursing is 180 hours per calendar year. Documented verification of active engagement can be obtained from one of the following:

- Employer.
- If self-employed and affiliated with a hospital or other institution, that institution can verify.
- If self-employed without affiliation, verification can be determined by another colleague or by Tax Form 1040 with all information blacked out except for name, SSN and occupation.

1.10.5.2. The requirement for 180 hours of active engagement in nursing a year can also be met by:

- Military Personnel Appropriation (MPA) funded active duty tours that relieve critical active duty personnel shortages at a medical treatment facility.
- MPA-funded active duty tours for any operational aeromedical evacuation mission.
- MPA-funded active duty tours that support specific active duty medical operations.
- Points only volunteer nursing in active duty MTFs.

- Studying full time for a degree in nursing as defined by the educational institution.

1.10.5.3. For assignment to the 9020 Air Reserve Squadron, a nurse must be employed full-time (at least 32 hours a week) in a critical skill as defined by HQ USAF/SG or HQ USAF/REM.

1.10.5.4. For unit assigned nurses:

- The unit commander or approving officer verifies employment.
- The unit chief nurse notifies the unit commander of noncompliance.
- The unit commander advises the officer, in writing 90 calendar days before reassignment and sends an information copy to HQ AFRC/SGN.

1.10.5.5. For IMA and participating IRR nurses:

- Unit of attachment verifies employment.
- HQ ARPC/SGP monitors the program and notifies the individual that noncompliance resulted in reassignment.

1.10.5.6. Commanders must make sure applicants (flight nurses) for positions in aeromedical evacuation (AE) units meet the following requirements:

- Meet AFI 48-123 medical requirements.
- Obtain a flying Class III medical examination within 90 calendar days of effective date of assignment.
- Obtain medical certification from HQ AFRC/SG.
- Complete all medical requirements no later than 120 calendar days before the Flight Nurse Course OLY9761 begins.
- Agree in writing to attend Course OLY9761 within 1 year after assignment/appointment.

1.10.5.6.1. Completion of the Flight Nurse Course is necessary for a Chief Nurse in AE units.

1.10.5.6.2. Commanders may keep medically disqualified flight nurses in non-flying positions for which they qualify or reassign them to HQ ARPC.

**1.10.6. Legal Career Area.** See AFI 51-802, *Assignment to the Judge Advocate General's Department Reserve* for guidance on eligibility and processing requirements for assignment to any Judge Advocate or paralegal position. Within the unit program, contact HQ AFRC/JA for assistance. Within the IMA program, contact HQ ARPC/JA.

**1.11. USAFR Senior Enlisted Advisor (SEA) Assignments.** SEAs must have the grade CMSgt or be eligible for promotion to CMSgt upon assignment to the position.

1.11.1. Commanders determine tenure of an SEA unless the SEA voluntarily retires.

1.11.1.1. Do not reassign SEAs who are within 6 months of their High Year of Tenure Date (HYTD) or age 60.

**1.11.2. Overage Assignment of Former SEAs:**

1.11.2.1. Assignment of a former SEA to a CMSgt position (other than an SEA position) as an overage:

- Is authorized regardless whether the member completes a 4-year tour of duty as a SEA. If less than 4-years have been completed in an SEA position, retention for up to 4-years from the date originally assigned as an SEA will be authorized.
- May be for only one former SEA at a time.
- Is exempt from other wing or group non-commissioned officer (NCO) promotion accountability.
- May be placed in any Chief Enlisted Manager (CEM) position if the member meets the prerequisites of the AFSC or retraining qualifications.
- Will be for a minimum of 4 years. If less than 4 years have been completed in an SEA assignment, retention as an overage will be authorized.
- Will normally exist for a maximum of 4 years. It should be understood, no one should occupy these key positions for 10-12 years or more. Fresh expertise and new ideas are always needed in any organization.
- PDS will be updated in 2 year increments.
- If an extension is requested beyond the allotted 4 year point it will fall under the FY Manning Policy in effect at the time. All exceptions to policy will be forwarded to HQ AFRC/DP for approval/disapproval.
- Wing commanders who elect to extend the overage beyond the normal 4 year period must submit an exception to policy to HQ AFRC/DPMF for approval.

1.11.2.2. Priority placement fills vacancies first and keeps overages only if no other positions are available. If no positions are available, and the wing commander elects not to retain as an overage, assign members to ARPC (inactive or retired reserve) after they complete their SEA tour.

1.11.2.3. A wing commander who approves a former SEA as an overage includes this statement in the assignment source document: "Member approved as an overage per AFI 36-2115. Overage code "4" applies with an expiration date of \_\_\_\_ (date) \_\_\_\_." The wing commander may withdraw this waiver at any time provided there is sufficient cause to remove the overage.

1.11.2.4. Before their assignment to an overage position, applicants must acknowledge in writing that they understand the above statement. The DPMAE files this acknowledgment in the member's UPRG. See AFI 36-2109, *Chief Master Sergeant of the Air Force and Senior Enlisted Advisor Programs*, for additional guidance on SEA personnel actions.

1.11.2.5. Send HQ AFRC/DPMF a copy of the assignment source document for PDS updating of the overage code or expiration date. UMD Code 4 applies in all cases.

1.11.2.6. Assignment of a former SEA against a pseudo "8" position as an overage for a maximum of 4 years will be authorized if no positions are available.

1.11.2.7. Under no circumstances will there be overages authorized against the SEA position.

## **1.12. Assignments Overseas:**

1.12.1. IMAPM's may approve assignments for individuals both inside and outside the CONUS regardless of where the individual resides. IMAPMs must recommend approval to HQ ARPC/DPR for IMAs living overseas who wish to be assigned outside the theater in which they reside. Training requirements are explained in AFMAN 36-8001 *Reserve Personnel Participation and Training Pro-*

*cedures*. Follow AFI 36-2017, *US Air Force Admissions Liaison Officer*, guidelines for Air Force Admission Liaison Officer assignments and AFI 52-101, *Chaplain Service Responsibilities and Procedures*, guidelines for USAF CHAPRD assignments overseas.

1.12.2. MAJCOMs and units overseas may let members participate for points only if IMA positions in the proper AFSCs are not available. Some of these individuals may be eligible for MPA tours. Line personnel in this category may request assignment to the Ready Reserve Personnel Section (RRPS) through ARPC/DPR. Non-line personnel request assignment through the appropriate central manager.

1.12.3. Overseas users validate their IMA requirements yearly to include AFI 38-204 *Air Force Manpower Programming*. HQ USAF/SG, HC, or JA validate centrally managed IMA positions before filling them.

1.12.4. In some situations, strictly enforcing these policies would not benefit the United States Air Force. HQ ARPC/DP or ARPC central managers have waiver authority for departing from these procedures. In all cases, the parent MAJCOM or Air Staff agency must agree with waiver requests.

1.12.5. Prospective applicants in the European theater must contact the Air Force Reserve recruiter at Ramstein AB Germany for assistance in processing their application for an IMA position. (See paragraph 1.22. for accession assignments.)

**1.13. USAFR Unit Commander Assignments.** The grade of an officer appointed as a USAFR unit commander must equal or exceed the grades of all unit officers. A unit is a group with its own Personnel Accounting Symbol (PAS).

**1.14. Air Reserve Technician (ART) Assignments.** Assign ARTs to the corresponding military and civilian position. DPMAE coordinates on DD Form 359 Referral for Consideration, then notifies the losing DPMAR for completion of AF Form 1288 by the member and the losing commander.

1.14.1. Unit commanders may submit a waiver request on lieutenant colonels and below to the wing or group commander to assign an ART to a non-ART position or a non-ART to an ART position. Waivers may not exceed 120 days. Any extensions beyond 120 days must be approved by HQ AFRC/DPMF. Forward waiver requests on colonels or lieutenant colonels in colonel positions through channels to HQ AFRC/DPMO for HQ AFRC/CV approval. (UMD Code 1 applies in all approved cases).

1.14.2. Wing or group commanders may revoke a waiver at any time.

1.14.3. Members will acknowledge that they received the waiver, in writing.

1.14.4. The appropriate DPMAE files a copy of the waiver and acknowledgment in the member's Unit Personnel Record Group (UPRG) or local files.

### ***Section 1C—Assignments for Specific Groups or Individuals.***

**1.15. Individuals in Key Positions.** DOD Directive 1200.7, *Screening the Ready Reserve*, provides guidance on the processing of key employees in both the federal and non-federal sector.

1.15.1. Designated Key Federal Positions are those that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent federal agency or office to function effectively. Those designated by name are:

- The Vice President of the United States or any official specified in the order of presidential succession.
- Members of Congress, heads of federal agencies appointed by the President with the consent of the Senate (does not include persons appointed to a federal agency as a member of a board or commission), and the federal judiciary.
- Other federal positions determined by federal agency heads, or their designees, to be key positions, require a case-by-case determination and designation.

1.15.2. When an individual serving as a civilian employee, occupies a position that is designated as a key position, that individual shall be designated as a key employee and considered to be ineligible to serve in the Ready Reserve. Benefits received under provisions of 10 USC 1174(a)/1175 will not be affected. Once an individual who has received SSB/VSI changes civilian status to a position not designated as a key position, transfer them back to the Ready Reserve to fulfill the military service obligation incurred based on receipt of SSB/VSI, or release from the Air Force.

1.15.3. Non-federal employers are encouraged to use the federal key position guidelines for recommending key employees for removal from the Ready Reserve. The position must be needed for the agency's or industry's support of mobilization or national emergency functions.

1.15.4. A federal, state, or local government agency or private industry that designates a key position, must have a shortage of qualified personnel.

1.15.5. Employers:

- Determine key employee status.
- Tell HQ ARPC/DSFA (for USAFR members) or the state Adjutant General (TAG) (for ANGUS members) that a member is a key employee. (HQ ARPC/DSFA, 6760 E. Irvington Place #4100, Denver CO 80280-4100)

1.15.6. HQ ARPC or a state Adjutant General reviews military mobilization manpower needs to see whether a conflict exists and needs negotiation. HQ ARPC/DSFA sends letters it receives for USAFR unit members to the members' MPFs. The NAF/CC or state TAG determines the military mobilization manpower needs and decides whether a conflict exists and needs negotiation.

1.15.7. HQ ARPC/DSFA (or state TAG for Air National Guard members) tells the member of the civilian employer's notification and sends an information copy to the MPF/DPMA.

1.15.8. The member may apply for an assignment to the nonaffiliated Reserve section (NARS)/ND and if accepted, continue to earn retirement points. This also applies to appointed or elected officials who want to earn points for retirement. The MPF reassigns members to the Standby Reserve within 30 calendar days from the date of approval. Transfer the individual to the Standby Reserve, as stated below, where they will remain for the period of employment while filling a key position. Consider individuals already in the Standby (ISLRS) on a case by case basis before transferring them to NARS/ND.

1.15.9. If the member does not apply to NARS/ND within 45 calendar days after being named, the orders publishing agency assigns the member to:

- NARS-NB if the member has a military service obligation (MSO).
- The Inactive Standby List Reserve section (ISLRS) if the member has no MSO

1.15.10. Negotiation of designated "Key" status:

- Seeks to resolve conflicting civilian and mobilization manpower needs.
- May not begin without the member's written acknowledgment.
- Takes place between the member's commander and the civilian agency or employer.

1.15.11. Resolution: If negotiations do not result in a solution, the commander documents the case and sends it through channels to HQ USAF/REP or NGB/DP for ANG members. HQ USAF/REP or NGB/DP sends the case to SAF/MI for arbitration with the civilian agency or employer.

1.15.12. If SAF/MI does not negotiate a mutually acceptable solution with the civilian agency or employer, SAF/MI sends the case to Federal Emergency Management Agency (FEMA) for final arbitration per DOD Directive 1200.7, *Screening the Ready Reserve*, April 6, 1984.

1.15.13. Designated key employees (except for those positions designated by-name in 1.15.1., above) who want to stay in their current Reserve assignments may ask their commanders to:

- Help resolve the matter with their employers.
- Document their continued participation based on military needs.

1.15.14. If negotiation between the commander and the employer does not resolve the conflict, all action must take place within 30 calendar days after the Air Force receives notice that an individual is a key employee.

1.15.15. After making a removal determination in response to a petition for such action, the commanders must promptly notify the Reservist and employer.

**1.16. Assignments for Officers Selected to Attend Professional Military Education (PME) in Residence:**

1.16.1. The unit commander or IMAPM may assign an overage to a position while the incumbent is in PME. The commander or IMAPM writes to the temporary replacement about the assignment's temporary nature and the lack of guaranteed continued participation. File a copy of the commander's or IMAPM's letter in the member's UPRG or local DPMA E files.

1.16.2. Assign UMD Code "0" (zero) to the authorized overage, code "4" to the student. The overage expiration date equals the PME graduation date plus 60 days. Individuals may not be reassigned while attending PME but may be projected for reassignment effective after graduation.

1.16.3. After PME graduation, allow members to resume their previous position. However, make every effort to place the individual in a position where they will utilize their newly gained skills.

**1.17. Assignment of Family Members in Command or Supervisory Positions.** Do not create a situation in which one family member holds a command or supervisory position over another family member. A family member is a spouse, brother, sister, parent, person standing in loco parentis, child, or in-law.

1.17.1. If an individual is a Numbered Air Force (NAF) commander or vice commander, no family member will be assigned to that NAF. Likewise, no family member will be assigned to a wing, group, or squadron where a family member is the commander or vice/deputy commander. Within subordi-

nate levels of an organization, no supervisor will have a family member in the direct chain of command/supervision. Such assignments could result in, or may create a perception of, preferential treatment and loss of impartiality, thereby compromising the integrity of command and supervisory functions. This could also have a negative impact on mission readiness. As such, there will be no waivers to accommodate any assignment which would result in a possible conflict of command/supervision.

1.17.2. When these situations occur, the MPF reassigns one member to another unit or function on base in the same or a higher AFSC, or additional AFSC, if possible.

1.17.3. HQ ARPC/DPM resolves situations involving IMAs' respective command reviews and makes viable recommendations for solving the problem.

**1.18. Assignment of Members of the Retired Reserve.** Members of the Retired Reserve who have not reached maximum service may request unit or IMA assignments.

1.18.1. The member applies by submitting an application (AF Form 1288) to the Reserve recruiter who forwards the application through the gaining MPF/DPM to the unit commander (unit program) or IMAPM (IMA program.) The unit commander or IMAPM must then determine the unusual or unique circumstances that make this member's service indispensable. HQ AFRC/DPMF (unit program) or HQ ARPC/DP (IMA program) must then review for final determination. Enlisted members cannot have exceeded their normal HYTD; officers can not have exceeded their Mandatory Separation Date (MSD) or age restrictions.

1.18.2. HQ ARPC/DP is the approval authority for the transfer of any member from the retired reserve. See AFI 36-3209, Chapter 5, for further guidance.

1.18.3. The application includes:

- AF Form 1288.
- Records of current physical examination.
- Copy of member's retirement order.
- Letter signed by the gaining commander or IMAPM justifying the assignment and manning statistics.
- Copies of other documents relevant to the request, such as an approved overgrade waiver.

**1.19. Assignment of Active duty Retired Members to Reserve Units.** When critical manpower shortages occur, HQ USAF/REP gets approval from the Secretary of the Air Force to assign retired members, per 10 USC 10145. See Table 1.1, rule 18.

1.19.1. Commanders use assigned aircrew to the fullest extent before requesting assignment of a retired individual.

1.19.2. Applicants must:

- Have served fewer than 28 years (based on their pay dates) when they apply.
- Qualify fully for the position.

***Section 1D—Assignment Processing.***



**1.20. Voluntary Assignments.** See chapter 2 for specific instructions for assignments to general officer positions.

1.20.1. When fully qualified members, not restricted by Table 1.1., request a specific assignment, assign or reassign them to the Ready Reserve.

1.20.1.1. Note that a fully qualified IMA airman must have a skill level 5 or higher AFSC than the assignment AFSC. A fully-qualified IMA officer must have a company grade level or higher AFSC than the assignment AFSC or have completed a formal training course with an entry-level AFSC.

1.20.1.2. Assign fully qualified IMAs without MAJCOM review to positions that are not in special categories or not centrally managed.

1.20.1.3. Coordinate IMA officers or air crew assignments solely on the basis of civilian skills or retraining potential with the gaining MAJCOM.

1.20.1.4. Note that MAJCOM Reserve Affairs offices have 21 calendar days to approve or disapprove the assignment.

1.20.1.5. Note that HQ USAF/REP approves recruiting of non-prior-service personnel for specific centrally managed IMA programs when no-prior-service personnel are available.

1.20.1.6. Have losing commanders or IMAPMs review the member's qualifications from a quality force viewpoint. Losing commanders or IMAPMs are required to include in the 1st endorsement of the AF Fm 1288 mandatory comments stating any negative or questionable information, to include UIF actions within the last 5 years.

## **1.21. Applications for Assignments:**

1.21.1. Members seeking an assignment with another MAJCOM or base use the RMVS and AF Form 1288. Within the unit program, the MPF will assist the member. Only one application is valid at any one time.

**1.22. Accession Assignment Actions.** Direct individuals not currently drawing Air Force Reserve pay who wish to enter a pay status in the Air Force Reserve to an Air Force Reserve recruiter for accession processing.

1.22.1. During accession processing, an Air Force Reserve recruiter may determine an individual currently in PDS (ANG, or non-participating IRR) to be disqualified for a position in the Selected Reserve. The recruiter will notify HQ AFRRCS/RSI by telefax within 3 days of this determination. HQ AFRRCS/RSI will take this information to HQ ARPC/DSFA within 24 hours. HQ ARPC/DSFA will identify the individual in PDS (see Table 5.1. rule 18). This action precludes a disqualified individual from entering the Selected Reserve by going elsewhere for accession.

**1.23. Line IMA Colonel Assignments.** Send IMA colonel assignment applications to HQ USAF/REPS. Within the unit program, the wing commander or NAF commander generates the assignment to colonel positions and forwards the request through channels to HQ AFRC/DPMO for HQ AFRC/CV approval.

**1.24. Category A Unit Assignments to Colonel Authorizations.** Process AF Form 1288 through the losing commander directly to the gaining organization. The losing commander makes recommendations

and quality control comments in the first endorsement block on AF Form 1288. Losing commanders send a courtesy copy of the AF Form 1288 to the losing MPF/DPMAR.

1.24.1. Lieutenant colonels or colonels nominated to fill colonel authorizations within the unit program, submit an assignment package consisting of:

- Statement if assignment is interbase/interNAF that losing commander concurs.
- Statement that all available eligible officers were considered.
- Desired future effective date.

AF Form 1288 is required only on those individuals coming from other programs, i.e., ANGUS, IMA, ETC.. The original AF Form 1288 should be retained at the gaining MPF. The assignment request will be forwarded via electronic mail to the NAF personnel liaison, with an information copy to HQ AFRC/DPMO. The request must include the statement “AFI 36-2115 complied with.” Upon NAF/CC concurrence, the NAF personnel liaison will forward the request to HQ AFRC/DPMO for HQ AFRC/CV approval/disapproval.

**1.25. IMA Applications.** Applications should include AF Form 1288, military and civilian resumes, and the last 3 OPRs. The losing IMAPM makes recommendations and quality control comments on the reverse side of AF Form 1288. Process AF Form 1288:

- Through the losing commander (for unit) or IMAPM (for IMAs) to the gaining MAJCOM IMAPM.
- For AIA, USAFR units, OSI, OASD, and OJCS directly to the gaining organization.
- For Selective Service System (SSS), forward through HQ SSS to HQ ARPC/DPRA
- Recruiters have enlistment authority upon receipt of an approved 1288 from the program manager. Reference USAFR Recruiting, IMA assignment and enlistment directives.

**1.26. HQ ARPC Central Manager Applications.** Send applications directly to the central manager concerned:

- HQ ARPC/SG for medical assignments.
- HQ ARPC/HC for chaplain assignments.
- HQ ARPC/JA for judge advocate assignments.
- HQ ARPC/DPRA for RRPS assignments.

**1.27. Other Applications.** Send applications for other programs or for members not seeking a specific assignment to the nearest Air Force Reserve Recruiter (for all accessions) or HQ ARPC/DPRA (for all others), 6760 East Irvington PL #2200, Denver CO 80280-2200.

**1.28. Required Waivers.** The gaining MPF (for unit) or HQ ARPC/DPRA (for IMAs) makes sure required waivers are approved before the member undertakes the assignment.

**1.29. Physical Requirements.** Unit commanders and IMAPMs may accept an individual's assignment without a current SF 88, Report of Medical Examination. Unit commanders notify the appropriate DPMAR if a member fails to obtain a physical examination within 90 days of the EDCSA. The appropriate DPMAR reassigns the member to the Standby Reserve per table 5.1, rule 23.

**1.30. HQ AF Form 4007 Request and Authorization of Reassignment Orders.** This form is used in the absence of a PDS automated assignment order. Completion of this form is self explanatory, with the exception of the remarks section. Use this form primarily when an MPF is gaining a member with short notice. Therefore, note the following statement must be noted in the remarks section: “This confirms the verbal order of the commander on (date.) Circumstances precluded publication of written orders in advance. PTI 204 will be input by gaining MPF. Assignment Action Number (AAN)): (list AAN). Records and orders will be forwarded to (gaining MPF/DPMAE). Assignment action coordinated by both MPFs.”

**Table 1.1. Assignment Restrictions.**

<b>R</b>	<b>A</b>	<b>B</b>
<b>U</b>		
<b>L</b>		
<b>E</b>	<b>If a member</b>	<b>then do not assign the member to</b>
<b>1</b>	is in the Standby Reserve and has met all service requirements for Reserve retired pay except for age and has 1 year or less before reaching maximum age or length of service	the Ready Reserve
<b>2</b>	is an officer in the Standby Reserve who cannot reach 18-20 satisfactory years for retirement before reaching maximum age or length of service	the Ready Reserve (see note 1)
<b>3</b>	is in the Ready Reinforcement Personnel Section (RRPS) or the Non-obligated Non-participating Ready Personnel Section (NNRPS) and has met all requirements for Reserve retired pay except for age and will reach maximum age or length of service within a year	any other section of the Ready Reserve.
<b>4</b>	is an officer released from active duty under AFI 36-3207, Secretarial directive, or under sentence to dismissal	the Ready Reserve.
<b>5</b>	is a dual-status member (Reserve commissioned officer serving on active duty as an enlisted member)	
<b>6</b>	is an officer who has been assigned a second time to the ISLRS	the Ready Reserve without a waiver. (See note 2.)
<b>7</b>	is an officer or an enlisted IMA in the medical services	a non-medical Air Reserve Squadron. (See note 3.)

<b>R</b>	<b>A</b>	<b>B</b>
<b>U</b>		
<b>L</b>		
<b>E</b>	<b>If a member</b>	<b>then do not assign the member to</b>
<b>8</b>	is assigned to the ISLRS and has met all requirements for Reserve retired pay except is not age 60	the Ready Reserve without a waiver. HQ AFRC/DP (unit), HQ ARPC/DP (IMA), HQ USAF/RE (0-6 IMAs), and ANGRC/DP (ANG).
<b>9</b>	is a reserve officer on the Active Duty List (ADL) not promoted to the next grade	the Ready Reserve without a waiver HQ AFRC/DP (unit) and HQ ARPC/DP (IMA). (See note 2.)
<b>10</b>	is an officer who received severance, separation, or readjustment pay when released from AD or discharged from any uniformed service (does not include VSI/SSB)	the Ready Reserve without a waiver.
<b>11</b>	does not meet medical standards for worldwide military duty	the Ready Reserve unless allowed to take part with assignment limitation code "C" (paragraph 1.8.3.).
<b>12</b>	is enrolled in the college scholarship or advanced ROTC program of any Armed Force, or is an AFROTC appointee	the Ready Reserve other than ORS/RA.
<b>13</b>	awaits EAD orders, has been granted a delay from entry on EAD	
<b>14</b>	is a Medical corps officer, an officer in the Legal Intern Program, or other direct appointee with an active duty service commitment and a USAFR commission	
<b>15</b>	is enlisted and has less than 3 months (2 years for ARTs) left in the current enlistment or MSO	the Ready Reserve, other than ORS/RA unless the member elects discharge to immediately re-enlist upon assignment to a unit. (See note 4.)
<b>16</b>	is an officer twice denied promotion to the Reserve grade of captain, major, or lieutenant colonel	the Selected Reserve with a commission. <b>(EXCEPTION:</b> Officers with 18 but less than 20 years satisfactory service may stay in current assignment.) Officers with past enlisted service may enlist if otherwise qualified.
<b>17</b>	is in the Retired Reserve	the Selected Reserve unless the Secretary of the Air Force makes a special finding that the member's services are indispensable. (see paragraphs 1.18 & 1.19.)

<b>R</b>	<b>A</b>	<b>B</b>
<b>U</b>		
<b>L</b>		
<b>E</b>	<b>If a member</b>	<b>then do not assign the member to</b>
<b>18</b>	is retired from active duty under 10 USC 8914	the Ready Reserve except as paragraph 1.19. explains.
<b>19</b>	is a twice-deferred regular officer applying for a Reserve commission or a reserve officer serving on or being released from EAD and requesting a concurrent assignment to an USAFR unit position	an USAFR unit position unless HQ AFRC/DPMF approved the assignment.
<b>20</b>	has less than 24 months active duty, including active duty for training and has a statutory participation requirement or a MSO	the Ready Reserve position other than a category A or B, RRPS, or ORS/RA
<b>21</b>	is an employee of the Department of Defense (Non-ART)	the same position or general area as a federal employee. The same supervisor should not be the rating, endorsing, or reviewing official on either the military or civilian appraisal.

**NOTES:**

1. Have the officer state in writing that they know they will not be able to complete 20 satisfactory years for retirement purposes prior to reaching the MSD and submit this with AF Form 1288.
2. HQ ARPC/SG, HC, and JA have waiver authority for central manager programs.
3. Assign members of the medical services to the unit program, medical ARSs, ORS/RA, or NNRPS
4. USAFR MPFs or HQ ARPC/DP may approve assignment of such personnel provided they immediately reenlist. Coordinate to accomplish assignment of members within 20 calendar days of their ETS. If a member does not reenlist before ETS, the gaining MPF is responsible for discharging the member.

**Table 1.2. Grade Considerations/UMD Codes.**

<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>U</b>			<b>then approval</b>		<b>with expiration</b>
<b>L</b>	<b>If member's</b>	<b>and auth grade</b>	<b>authority is (see</b>	<b>UMD</b>	<b>date of</b>
<b>E</b>	<b>grade is</b>	<b>is</b>	<b>note 1)</b>	<b>codes</b>	<b>(see note 2)</b>
<b>1</b>	Col.	Col., Lt. Col.	see note 5	see note 5	see note 5
<b>2</b>	Lt. Col.(see note 3)				
		Maj.	Wing Comdr. or IMAPM'	P (see note 3)	1 year (see note 2)

<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>U</b>			<b>then approval</b>		<b>with expiration</b>
<b>L</b>	<b>If member's</b>	<b>and auth grade</b>	<b>authority is (see</b>	<b>UMD</b>	<b>date of</b>
<b>E</b>	<b>grade is</b>	<b>is</b>	<b>note 1)</b>	<b>codes</b>	<b>(see note 2)</b>
		Capt.	HQ AFRC/CV or HQ ARPC/CC	T (see note 4)	see note 2
		1st Lt.	N/A	N/A	N/A
<b>3</b>	Maj.	Lt. Col. or Maj.			
		Capt.	Wing Comdr. or IMAPM	P (see note 3)	1 year
		1st Lt.	HQ AFRC/CV or HQ ARPC/CC	T (see note 4)	(see note 2)
<b>4</b>	Capt.	Lt. Col.		V	888888
		Maj. or Capt.	N/A	N/A	N/A
		1st Lt.			
<b>5</b>	1st Lt. or 2nd Lt.	Lt. Col.	Wing Comdr. or IMAPM	V	888888
		Maj.			
		Capt. or 1st Lt.	N/A	N/A	N/A
<b>6</b>	CMSgt	CMSgt			
		SMSgt.	Wg./Gp Comdr. or IMAPM	P	2 years
		MSgt.		T (see note 4)	
		TSgt. and below	N/A	N/A	N/A
<b>7</b>	SMSgt.	CMSgt or SMS- gt.			
		MSgt.	Wg./Gp Comdr. or IMAPM	P	2 years
		TSgt.		T (see note 4)	
		SSgt or below	not authorized	not authorized	not authorized
<b>8</b>	MSgt.	CMSgt	Wg./Gp Comdr. or IMAPM	V	888888
		SMSgt. or MSgt.	N/A	N/A	N/A
		TSgt.	Wg./Gp Comdr. or IMAPM	P	2 years
		SSgt		T (see note 4)	
		Sgt./SRA or be- low	not authorized	N/A	N/A
<b>9</b>	TSgt.	CMSgt or SMS- gt.	Unit Comdr. or IMAPM	V	888888

<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>U</b>			<b>then approval</b>		<b>with expiration</b>
<b>L</b>	<b>If member's</b>	<b>and auth grade</b>	<b>authority is (see</b>	<b>UMD</b>	<b>date of</b>
<b>E</b>	<b>grade is</b>	<b>is</b>	<b>note 1)</b>	<b>codes</b>	<b>(see note 2)</b>
		MSgt. or TSgt.	N/A	N/A	N/A
		SSgt	Unit Comdr./ IMAPM		
		SRA	Wg./Gp Comdr. or IMAPM	T (see note 4)	2 years
<b>10</b>	SSgt and below	CMSgt, SMSgt., or MSgt.	Unit Comdr. or IMAPM	V	888888
		TSgt. or below	N/A	N/A	N/A

**NOTES:**

1. Approval authority within the unit program is HQ AFRC/CV for colonel and lieutenant colonel in colonel positions and the unit or wing commander for lieutenant colonels and below; within the IMA program, approval authority is the IMA program manager (IMAPM). Overage technical sergeants cannot be over-graded as well. Overage expiration dates are normally 2 years unless otherwise stated.

2. Overgrade expiration dates may not exceed 2 years from date the condition began or 2 years from current expiration date for revalidated waivers except as specified in column E. In the unit program for Lt Col and Major where two grade overgrade conditions exist, AFRC/CV is the approval authority and will determine the expiration date.

3. Every effort must be made to assign Lt Cols and Majors to valid authorizations.

- **Line Officers:** First time single overgrade waivers may be approved by the wing commander (unit program) or IMAPM (IMA program) not to exceed 1 year. The wing commander or IMAPM may revalidate this waiver for an additional 2 years based on critical mission needs. AFRC/CV (unit program) or HQ ARPC/CC (IMA) program) approval is required for 4th year waivers based on critical mission needs.
- **Non-Line Officers:** Non-Line officers may be initially placed in code P for 2 years if approved by the wing commander. The wing commander may revalidate this waiver in two year increments.
- **ART Line Officers:** ART line officers who have not attained civil service retirement eligibility for an immediate annuity require annual waivers approved by their wing commander until they are placed in a non-overgrade status or attain retirement eligibility. Retention of an ART in an overgrade status beyond their civil service retirement date requires an approved waiver by HQ AFRC/CV the first year and HQ USAF/RE for subsequent years.

**4. Two Grade Overgrades.** Two-grade overgrades are only authorized IAW paragraph 1.5.2.. PDS code "T" applies. Members may be initially placed in code T for 2 years if approved by the wing commander. Additionally, any requirement to place Lt Cols or Majors against positions causing a two grade or more overgrade condition to exist require AFRC/CV approval.

5. Within the unit program HQ AFRC/CV is the approval authority and will determine the expiration date. HQ AFRC/DPMO will input the appropriate overage code. Within the IMA program, HQ USAF/REP is the approval authority.

**Table 1.3. Overage Codes.**

	If Reason For Overage Is	Use Overage Code	Grade	Update Authority	Expiration Date
1	Training Capability Enhancement	0	AB -TSgt. & 2Lt-Capt	MPF	2 Years from date of input
2.	PME Overage	0	2Lt-Capt	MPF	2 Years from date of input
3	ART in Non ART Non ART in ART	1	All Grades	MPF	120 days (see paragraph 1.14.1.)
4	Vacancy Within 12 Months or Anticipated Loss	2	All Grades	MPF	2 Years from date of input (note 1)
5	Readiness Enhancement	3	AB-TSgt. 2Lt-Lt Col.	MPF	2 Years from date of input
6	HQ Approved PME Student	4	All Grades	HQ AFRC HQ ARPC	2 Years from date of input
7	UPT/UNT Trainee	6	2Lt-Capt	MPF	Not to Exceed 6 Years from TFCSD (note 2)
8	Residence Relocation	7	AB-MSgt. 2 Lt.-Maj.	MPF	Not to Exceed MSO or 2 Years from EDCSA, whichever is greater
9	Reorganization or UMD Reduction	8	All Grades	MPF	(note 3)
10	Former SEAs	4	CMSgts	HQ AFRC/ DPMF	See paragraph 1.11.2.1.
11	ROTC Graduates	4	2nd Lt.	HQ AFRC/ DPMF	6 years to be updated at 2 year increments

**NOTES:**

1. Overage code applies to the anticipated loss of the incumbent.
2. Total Federal Commissioned Service Date (TFCSD)



3. Overage code 8 is valid for up to 1 year only, beginning with the date the UMD is withdrawn, or the individual position is deleted from the losing organization's UMD, or the individual is declared surplus to requirements by the commander.

## Chapter 2

### GENERAL OFFICER ASSIGNMENTS

#### 2.1. Assignment Approval.

- 2.1.1. The Deputy Chief of Staff, Personnel, HQ USAF/DP, approves the assignment of all Reserve general officers and colonels to general officer positions.
- 2.1.2. Before final approval, the Chief of the Air Force Reserve consults with the gaining and losing organizations and recommends officers for assignments.
- 2.1.3. HQ USAF/RE approves waivers for HQ AFRC and MA general officers and HQ AFRC and IMA colonel assignments to general officer positions.

#### 2.2. The Reserve Brigadier General Qualification Board (RBGQB).

- 2.2.1. The Chief of Air Force Reserve convenes a board yearly to identify Reserve colonels who have the potential to be assigned to Reserve general officer positions. Only colonels selected by the RBGQB are eligible for a Reserve general officer position.
  - 2.2.1.1. The RBGQB is composed of at least:
    - Six general officers
    - Minimum of three general officers not on EAD.
  - 2.2.1.2. The Chief of the Air Force Reserve issues a memorandum (serving as the board's charge) to each board member.
  - 2.2.1.3. The Secretary of the Air Force (SecAF) approves the board's report which lists Reserve colonels fully qualified to serve in Reserve general officer positions. Each approved list supersedes the previous list, which is destroyed.
  - 2.2.1.4. HQ USAF/REPS notifies the MAJCOMs of their selectees.
- 2.2.2. All Reserve colonels who meet these criteria are eligible for RBGQB consideration:
  - Have been a colonel for at least 1 year when the board meets. (HQ USAF/REP directs AF Forms 707A, Field Grade Officer Performance Report, before the RBGQB when the officer has not had a report within 1 year of the board.)
  - Be younger than 54 years old when the board meets.
  - Not have a mandatory separation date on or before 31 December of the year after the board meets.
  - Be in a Ready Reserve position or on active duty as a statutory tour officer.
  - Have completed a senior service school not later than 90 days before the board meets
  - Accrue at least 50 retirement points during the retention or retirement year, with no waivers in at least 4 of the 5 years before the board meets, with 2 of the 4 years being the most recent.
- 2.2.3. HQ ARPC/DPJB sends each eligible officer a letter approximately 210 days before the board meets. An officer can decline consideration by completing an enclosed response card and sending it to the Air Reserve Personnel Center (HQ ARPC/DPJB) before the board meets.

2.2.4. Prepare AF Form 3559, **Reserve Assignment Recommendation** for all officers meeting the board. Use AF Form 3559 for one board only and destroy it after the SecAF approves the list.

2.2.4.1. Agencies owning colonel positions are responsible for checking PRISM to verify board eligibles.

2.2.4.2. The head of a management level completes AF Form 3559 no earlier than 90 calendar days and no later than 60 calendar days before the board meets. A Report of Performance (ROP) is available from HQ ARPC/DSMO upon request. A management level is an activity whose senior official reports directly to the Secretary of Defense, Secretary of the Air Force, Chief of Staff of the Air Force or Chairman, Joint Chiefs of Staff.

2.2.4.3. A completed AF Form 3559 contains:

- Sections I, II, III; Ratee Identification Data, Unit Mission Description, and Job Description. Enter the same information as on AF Form 707A.
- Section IV, Assignment Recommendation. You may hand write this section. The head of the management level or a representative may seek advice and information from current and past supervisors and commanders. Comments are required for a "Definitely Assign" recommendation, and should be commensurate with the rank order provided in section V. Comments must substantiate, amplify and explain the "Definitely Assign" recommendation. Comments are not required for other recommendations
- Section V, Group Size. You may hand-write this section. Rank officers by competitive category. For officers who rated "Definitely Assign," show the officer's rank order among the total number of eligible officers in the management level and competitive category. For example, for an officer rated "Definitely Assign" who ranks second in a management level with 150 total eligible officers in a competitive category write 2/150 or 2 of 150. For other officer ratings, leave this section blank or NA may be entered.
- Section VI, Board. Enter the qualification board for which you are preparing AF Form 3559. For example, GO793A, stands for the RBGQB for fiscal year 1993.
- Section VII, VIII; Date of Birth, Date of Rank (DOR).
- Section IX, Competitive Category. Use a 1-letter code:
  - Line of the Air ForceA
  - Judge AdvocateJ
  - ChaplainsC
  - Dental CorpsD
  - Medical CorpsM
  - Nurse CorpsN
  - Medical Service CorpsS
  - Biomedical Sciences CorpsW
- Section X, Overall Recommendation. Hand write this entry. The head of the management level or a designated representative marks one of the three recommendations. This recommendation does not carry over to future boards.

- Definitely Assign--The officer has demonstrated potential for immediate assignment to a general officer position.
- Assign--The officer makes valuable contributions to the mission and has potential for assignment to a general officer position.
- Do Not Assign This Board--Do not place officer in a general officer position at this time.
- Section XI, Senior Rater or Head of Management Level. The head of the management level must complete this section for a Definitely Assign recommendation. For all other recommendations, the head of the management level may designate the individual's senior rater in the organization to complete this section.

2.2.4.4. Send the completed AF Forms 3559, to arrive at HQ USAF/REPS, 1150 Air Force, Pentagon, Washington DC 20330-1150, no later than 45 days before the board meets. Provide the member a copy of the completed AF Form 3559, no earlier than 30 days before the board meets.

### **2.3. Initial Assignment to a General Officer Position.**

2.3.1. Only colonels selected by the RBGQB are eligible for a reserve general officer position.

2.3.2. Upon assignment to a general officer position the reporting official will:

- Closely monitor each newly assigned officer for 120 days after the reporting date.
- Encourage the officer to maximize their annual tour and IADT participation.
- Send a copy of the HQ Air Force directed AF Form 707A to HQ USAF/REPS, at the end of 120 days with a recommendation that the officer continue in or leave the general officer position. Original AF Form 707A should be sent to HQ ARPC/DSM.

**2.4. Reassignment Out of a General Officer Position.** One of the provisions of the ROPMA is that individuals, promoted to grades above major, serve satisfactorily in an active status in that grade for a period of not less than 3 years in order to retire in grade (In accordance with 10 USC 1370d).

2.4.1. The Reserve general officer cadre should be balanced by age, experience, and time in grade. The flow of officers through the general officer grades should be relatively constant. To recommend reassignment to the Standby Reserve, the Chief of the Air Force Reserve will consider the following specific criteria:

- Time in grade
- Time in position
- Promotion eligibility
- Particular skill qualifications

2.4.2. Reassign an officer serving in a USAFR general officer position of a higher grade than the current grade to an appropriate Air Force Reserve section, if, in two successive promotion cycles:

- A board considers the officer for promotion twice and finds the officer not fully qualified both times.
- The officer twice fails to be appointed or confirmed. (The President of the United States appoints USAFR general officers with the US Senate's consent.)
- The officer twice fails to be promoted because of a combination of these.

2.4.3. HQ USAF/DP approves the reassignment of all Reserve general officers and colonels in general officer positions. The Chief of the Air Force Reserve consults with the using agency and recommends reassignment for the following reasons:

- The best interest of the Air Force.
- Misconduct or inefficiency.
- Officers who become ineligible for promotion.
- Failure to report information to Chief of Air Force Reserve that relates to fitness for promotion. Examples include arrest, conviction other than minor traffic offenses, misconduct, and so on.

2.4.4. HQ USAF/RE provides instructions for reassigning colonels from a Reserve general officers' position to the Non-obligated Non-participating Reserve Personnel Section (NNRPS).

2.4.5. Reassign general officers, in grade, to NNRPS, per 10 USC 14314(a) and 12771, and transfer them to ISLRS within 30 days after they leave their position. Officers who qualify may request transfer, in grade, to the Retired Reserve.

2.4.6. Unless the officer has applied for retirement, normally reassign Reserve general officers (to include major generals) to ISLRS on the last day of the month in which the officer turns 60 years old..

2.4.7. Reassign any Reserve general officer or colonel in a General Officer position who is a key federal employee to Standby Reserve. See paragraph 1.15. for more information on key employees.

## Chapter 3

### STATUTORY TOUR ASSIGNMENTS

Statutory tours make particular experience and knowledge available to the active force and enhance the reservist's value to the reserve forces upon completion of a statutory tour. Carefully evaluate requests for extensions and additional tours in keeping with this policy. The incumbent's personal circumstances, civilian occupation, total years of service or total years of active duty should not be the determining factors in the decision process. Give consideration only to requests which will clearly serve the best interest of the Air Force because of special experience or qualifications as determined by HQ AFRC/CV, HQ ARPC/CC, HQ USAF/RE, or SAF/MIR.

#### *Section 3A—Assignments under 10 USC Section 12310*

**3.1. Assignment Guidance and Accountability.** This section provides guidelines for the voluntary order to Extended Active Duty (EAD) of Air Reserve Component members to assist in organizing, administering, recruiting, instructing, and training the Reserve component governed by 10 USC Section 12310. HQ USAF/REP must approve any exception to these requirements. Agencies of assignment will document and justify exceptions. Agencies of assignment will submit requests (AFI 38-201, Determining Manpower Requirements) to establish or change positions, including number, grade, Air Force Specialty Code (AFSC), and organizational placement. Reserve Personnel Appropriations (RPA) fund these tours. Do not include incumbents of these tours in the chargeable end strength of the active Air Force. The number of officers serving on EAD (major through colonel) and airmen (chief master sergeant and senior master sergeant) are limited by 10 USC 12012, 517, and 12011. Pay and allowances are chargeable to applicable budget projects under Air Force appropriations for Reserve personnel, according to AFI 65-601, Volume 4, *Appropriation Symbols and Budget Codes*.

3.1.1. Consider assigning members in the Selected Reserve to these duties based on their availability, qualifications, and performance. Their duties will include the preparation, review, and administering of policies, plans, programs, training, and regulations affecting the USAFR. Assign members serving under this instruction at any organizational level. Members serving in the Regular Air Force are not eligible for assignment. The normal tour of EAD is 4 years.

3.1.1.1. Base Individual Mobilization Augmentee Administrators (BIMAAs) may request a 2 year extension to remain in place after serving a normal 4 year tour. All new tours of EAD will be announced and competed within the Reserve component. Exceptions to this policy should be documented and staffed from the BIMAAs commander through the appropriate program manager to HQ ARPC/CC for review and action.

3.1.1.2. The initial tour for enlisted recruiting personnel ordered to AD is 2 years unless sooner relieved. Members assigned as USAFR recruiters maintain congressionally funded staffing levels of the Air Force Reserve to meet mobilization requirements.

3.1.2. Final approval authorities for enlisted selections, tour extensions, and releases from EAD:

- HQ AFRC/RS (enlisted recruiting assignments).
- HQ AFRC/CV (assigned to/controlled by HQ AFRC).
- HQ ARPC/CC (assigned to/controlled by HQ ARPC, to include BIMAAs).

- HQ USAF/REP (all others).

**3.2. Eligibility Criteria.** To be eligible for any initial assignment to these positions, members must:

- Be a member of the Selected Reserve for a minimum of 1 year immediately prior to recall except for Reserve Recruiter and other positions specifically identified by the approval authority
- Be in the grade of the authorized position or as advertised.
- Possess the AFSC of the authorized position or as advertised.
- Have retainability to complete the tour of EAD.
- Meet the physical qualifications for recall to EAD.

**3.3. Application Procedures.** HQ AFRC/DPMF will advertise all 10 USC 12310 enlisted requirements (except HQ AFRC/RS requirements). HQ USAF/REPS will advertise all 10 USC 12310 officer requirements. The advertisement will provide instructions for submission of applications. Applicants may obtain reserve recruiting duty applications from the local recruiting manager. Additional requirements for USAFR recruiting duty may be found in the Reserve Recruiting Application.

3.3.1. Applications will contain the following:

- AF Form 125, *Application for Extended Active Duty With the United States Air Force*.
- Resume including military and civilian experience and education.
- Copies of the member's last five OPRs (officer applicants)
- Records Review product.
- Voluntary demotion statement, if applying for a position lower than current grade (enlisted only).
- Full-length photo in service dress uniform standing at a 3/4 turn pose.
- Letter of recommendation by the applicant's commander or agency of assignment to include certification that the individual meets dress, personal appearance, and weight management program standards.
- ART Statement of Understanding:

Conditions of tour

Loss of Reserve eligibility

Loss of restoration rights to Civil Service positions

Mandatory restoration rights upon completion of tour (honorable discharge)

Loss of mandatory restoration rights after 5 years.

3.3.1.1. Members currently on a statutory tour must submit a letter of approval from their agency of assignment releasing them from their current tour.

3.3.2. HQ USAF/REP obtains officer selections from the owning agency. HQ USAF/RE approves final assignments.

3.3.3. HQ AFRC/DPMF obtains enlisted selections from owning agency.

3.3.4. Final approval eligibility is determined when implementation instructions from the using agencies are completed.

**3.4. Reassignment of Members.** Normally do not reassign an individual PCS with less than 3 years time on station. Usually, 1 year before tour completion date, determine whether funding is available for a position. Once funding has been determined, verify whether the position should be advertised or if the incumbent is eligible and will be continued in their current position. HQ AFRC/RS may voluntarily or involuntarily reassign recruiting personnel when in the best interest of the Reserve recruiting mission.

**3.5. Tour Extensions and Additional Tour Policy.** Approve an initial tour extension for up to 2 years when the position requires special experience, qualifications or is in the best interest of the Air Force Reserve. Any additional extensions or requests for a consecutive tour within the same position will be considered as an exception to the policy. HQ AFRC/RS is the approval authority for tour extensions for all enlisted recruiting personnel. SAF/MIR is the approval authority for officers. HQ USAF/REP can delegate authority for additional extensions or consecutive tours on enlisted members to the owning agency.

**3.6. Release From EAD.** Release members from EAD upon their tour completion date, unless the following apply:

- **Voluntary Release.** Members request an early release from their tour based on personal hardship or other valid reasons. Members will submit their request, through their unit commander, directly to the approval authority.
- **Involuntary Release.** The Air Reserve Force may involuntarily release a member from EAD prior to the member's tour end date. Submit requests through the unit commander directly to the approval authority. Basis for an involuntary release should be for a valid military reason, needs of the Air Force, the member's duty performance, conduct, medical disqualification, or other proper justification. The commander will notify the member, in writing, of the proposed action. The member may submit a rebuttal in their behalf within 15 calendar days of notification.

**3.7. Publication of Orders and PDS Support.** HQ AFRC/RS prepares orders and provides PDS support for members assigned to recruiting positions. HQ AFRC/DPMF prepares orders and provides PDS support for reservists assigned to all other positions.

### ***Section 3B—Assignments under 10 USC Section 10211 and 10305 (h)***

**3.8. Assignment Guidance and Accountability.** This section provides guidelines for the (EAD) assignment of Air Reserve Component (ARC) officers under 10 USC 10211 and 10305(h). This program provides for the EAD appointment of highly qualified ARC officers to advise and assist the active force about the unique characteristics and capabilities of the ANGUS and USAFR. These personnel are to participate in preparing, reviewing, and administering the policies and instructions affecting the Reserve components. Not less than five officers of the ANGUS and not less than five officers of the USAFR will serve on EAD in authorized HQ USAF positions. The Secretary of the Air Force (SAF) shall prescribe additional officers to be on EAD in the Office of the Secretary of Defense, Office of the Joint Chiefs of Staff, Office of the Secretary of the Air Force, and other activities responsible for ANGUS and USAFR affairs. The number of active force officers (functional category "A") authorized for duty in HQ USAF/



RE, HQ AFRC, and HQ ARPC shall not be more than 60 percent of the number of officers authorized for duty at each of these activities.

**3.9. Assignment Policy.** Base assignments made under this instruction on qualifications, performance, and availability of the candidates. Both the sponsoring agency (ANGUS or HQ USAF/RE) and the commander or chief of the organization or agency of assignment must find the candidates acceptable, prior to assignment.

3.9.1. Give first consideration to officers requesting an initial statutory tour assignment except where unique qualifications of a currently serving statutory tour officer or unusual circumstances indicate otherwise. Consideration should also be given to :

- Officers currently serving in an Conditional Reserve status or in a specified period of time contract on EAD and who have recent extensive experience in ANGUS and USAFR matters, if otherwise eligible.
- Personnel in grades lower than the authorized grade, if the assignment would be in the best interest of the Air Force. NGB/CF or HQ USAF/RE must concur in this selection.

**3.10. AFI 36-2116, *Reserve Component Extended Active Duty Representation*.** It outlines eligibility and application procedures for (ARC) officers who request (EAD)active duty under 10 USC 10211 and 10305h. Statutory tour officer authorizations are a part of the Selected Reserve not chargeable to end strength of the active force, and are additional numbers to Air Force manpower spaces. The Defense Officer Personnel Management Act (DOPMA) covers the grade authorizations for these officers; however, they are not chargeable to active Air Force grade ceilings. The Department of Defense (DOD) authorization bill may adjust these ceilings annually.

**3.11. Administrative Support .** HQ AFRC/DPMF prepares orders and provides PDS support for officers assigned under 10 USC 10211 and 10305. (h). All statutory tour officer selection folders will be maintained at HQ ARPC/DSMO.

**PART 2**  
**INDIVIDUAL READY RESERVE (IRR) AND STANDBY**  
**ASSIGNMENTS AND REASSIGNMENTS**

**Chapter 4**

**REASSIGNMENTS AND TEMPORARY RELEASES**

**4.1. Propriety of Assignments to ARPC.** Involuntary reassignment from the Selected Reserve, including ANG, for cause, is generally inappropriate. Use involuntary reassignment only as a last resort. Initiate involuntary reassignment for cause or derogatory reasons only after all appropriate disciplinary and/or administrative actions have been taken and documented. Consider exceptions to these policies on a case by case basis. HQ AFRC/DP (for Air Force Reserve unit members), HQ ARPC/DP (for IMAs and individuals assigned to S7), and ANGRC/DP (for members of the Air National Guard), must consider the best interests of the Air Force before granting waivers to any of these policies. In some cases, granting waivers will allow individuals to fall under other reserve programs, such as sanctuary. See AFI 36-2612 *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*, AFI 36-3203, *Service Retirements*, and AFI 36-3209 before allowing an individual to remain in a current assignment if discharge or reassignment is more appropriate. Process all waiver requests through the appropriate channels. In this part of this AFI, members of both Air Force Reserve and Air National Guard units will be referred to as "unit members."

4.1.1. Commanders must deny "voluntary" requests for reassignment to ARPC resource pools (IRR, Standby Reserve, or Retired Reserve) when discharge is more appropriate.

4.1.1.1. Keep these members in their unit or IMA positions during investigation.

4.1.1.2. If the investigation and/or information verifies an offense or disqualifying condition exists, initiate action to discharge member in accordance with AFI 36-3209, or involuntarily reassign member to HQ ARPC if discharge action is deemed inappropriate.

4.1.2. Commanders or IMAPMs reassign or discharge members who have 8 or more unexcused absences from scheduled training periods. See AFMAN 36-8001, paragraph 4.12.1. or AFI 36-3209, paragraph 2.25. Discharge members determined by the commander or IMAPM to have no further potential for useful service if mobilized. Members eligible for retirement may request retirement in lieu of discharge. See Table 5.1. for reassignment guidance and AFI 36-3209 for discharge guidance. PALACE CHASE obligators are processed per AFI 36-3205, *Applying for PALACE CHASE and PALACE FRONT Programs*.

4.1.3. Unit commanders may only keep unsatisfactory participants if the manning policy permits. Commanders provide MPF or HQ ARPC/DPMP with a written statement that the member is needed to achieve the unit's mobilization mission. Include the commander's justification letter in the documentation filed in the member's Unit Personnel Record Group (UPRG). The letter must explain why the member failed to meet participation requirements.

4.1.4. HQ ARPC/DPAD reassigns officers twice deferred for promotion to captain, major, or lieutenant colonel, to Nonaffiliated Reserve Section (NARS/NA or NC). They reassign officers no more than 30 days after the date of the letter that officially notified them of their second non-selection. These officers remain in NARS/NA until 1 year and 90 days after the date they would have been pro-

moted the first time. Members in a Selected Reserve position after being twice deferred for promotion must notify HQ ARPC/DPAD if they wish to be retained in their current assignment. Process this request, endorsed by the commander, through the proper channels. Members allowed to remain in their Selected Reserve position after being twice deferred for promotion are no longer eligible for promotion.

4.1.5. Do not reassign from the Selected Reserve members who have completed at least 18 but less than 20 years of satisfactory service except for involuntary reassignments for physical disqualification or cause. Selected Reserve members, not subject to involuntary reassignment for physical disqualification or cause, can be retained in an overage status if member has:

- Eighteen years satisfactory service. Retain member for 3 years after the date the Air Force Reserve would have reassigned or discharged them or until confirming 20 years satisfactory service, whichever occurs first.
- Nineteen years satisfactory service. Retain member for 2 years after the date the Air Force Reserve would have reassigned or discharged them or until confirming 20 years satisfactory service, whichever occurs first.

## **4.2. Involuntary Reassignments:**

4.2.1. The unit commander or IMA Program Manager (IMAPM) will:

- Determine whether or not the member meets all position, unit, or individual program requirements. Table 5.1 tells how to transfer IMAs to ARPC for later discharge.
- Examine and evaluate any information received that indicates a member should be considered for involuntary reassignment.
- Notify the member, via Attachment 2, of involuntary reassignment action. Send the letter is via certified mail when personal delivery is not feasible.
- Ensure supporting documents that are sent to the member as attachments to the notification memorandum (Attachment 2) do not contain information covered by the Privacy Act of 1974, i.e., social security account number, home telephone number, home address, etc., on members other than the member subject to involuntary reassignment.
- When the approval authority is not the unit commander, forward involuntary reassignment requests to the approval authority listed in Table 5.1, through Attachment 3.
- When mailing the case file, place all documents in a sealed envelope marked “TO BE OPENED BY ADDRESSEE ONLY”. Each reviewing official must prevent unauthorized access.
- Process assignment requests in a timely manner.
- Notify the member about approval authority’s decision.
- Obtain a base legal review concerning propriety with legal sufficiency and compliance with this AFI.

4.2.2. Letter of Notification (LON) of Involuntary Reassignment Action. The LON includes:

- A description of all reasons for such action, to include identification of the appropriate paragraph, table, and rule of this instruction covering each reason.

- A statement that if the involuntary reassignment action is approved, it will result in the member's involuntary reassignment to the IRR or Standby Reserve, whichever is applicable.
- Copies of all supporting documents.
- A statement that the member must execute and return within 24 hours after receipt acknowledging receipt of the LON and attachments.
- A statement that the member may submit statements or documents to be considered in the disposition of the case.
- A statement that failure to acknowledge receipt or submit statements or documents within 15 days after receipt of the LON constitutes a waiver of rights, resulting in the case being processed based on the information available, and without further notice to the member.

4.2.3. When reassigning an IMA for cause:

- The IMAPM sends the completed case file to HQ ARPC/DPM for update in PDS.
- HQ ARPC/DPM makes sure that various OPRs throughout ARPC (JA, SG, DP, and so on) and the Reserve accounting and finance office receive the information, and reassigns the member to NARS (NA or NB).

4.2.4. The MAJCOM makes the final decision on IMAs.

**4.3. Voluntary Reassignments:** Members ask for reassignment by sending an AF Form 1288 or a personal letter to the unit commander or IMAPM. The unit commander or IMAPM tells DPMAR of the approval and applicable EDCSA (effective at least 30 days after approval of reassignment) or rejects the request, notifies the member, and gives reasons.

**4.4. Temporary Release From Participating in Reserve Training:**

4.4.1. Unit commanders or IMAPMs may grant a one-time release from Reserve training to non-prior service airmen who have completed initial active duty training (IADT) and have an unexpired MSO. The release may be as long as 30 months if reserve training conflicts with a temporary non military delay, religious missionary obligation or the member serves in the Peace Corps. (See table 5.1. rule 3)

4.4.1.1. Members must reenlist for the total time of the temporary release plus the time left on their MSO.

4.4.2. Members must ask their unit commander or IMAPM for release. The application must include certification by the member's employer, sponsor, or recognized church that the obligation is valid and essential to the individual's career development. If the member pursues higher education, the application must include a statement from the school about the type of degree and graduation date.

4.4.3. Unit commanders or IMAPMs tell the servicing MPF whether they approve or deny the request.

4.4.3.1. The MPF discharges applicants for immediate re-enlistment per AFI 36-2612, *US Air Force Reserve Reenlistment and Retention Programs*. Discharge does not end the MSO.

4.4.4. Before discharge and reenlistment, the member signs a Statement of Understanding and Agreement, showing the same enlistment period as the DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States.

- 4.4.4.1. Permanently attach this statement to DD Form 4.
- 4.4.4.2. The MPF sends the DD Form 4, orders, and the member's field record group to HQ ARPC/DSMP, within 5 days after reenlistment, and the health records group to Department of VA, St. Louis MO.
- 4.4.4.3. Reassign members according to (Table 5.1).
- 4.4.5. When the temporary nonmilitary or religious missionary obligation ends, members:
  - Immediately notify HQ ARPC/DSF and report their addresses.
  - Are subject to the same assignment, training, and rules as all other non-prior service obligated members.

## Chapter 5

### INDIVIDUAL READY RESERVE (IRR) AND STANDBY ASSIGNMENTS

**5.1. Military Service Obligation (MSO).** The MSO is a statutory service requirement and the basis for which a member may be involuntarily ordered to active duty. The MSO starts when an individual first attains military status.

5.1.1. Discharge or complete severance from military status ends the MSO. Discharge immediately followed by enlistment, re-enlistment, appointment, or re-appointment to the Armed Forces does not end the MSO. Additional service after such discharge is counted towards completing the MSO.

5.1.2. A person whose enlistment or appointment is void because of minority (underage) does not get an MSO. Service deemed honorable by the Secretary of the Air Force under a voided minority enlistment earns credit toward completing a MSO later, but does not change the terms of later enlistment.

5.1.3. Prior to commissioning, time served as a service academy cadet or midshipman, in an Air Force Reserve Officer Training Corps (AFROTC) financial assistance program, or in AFROTC advanced training, counts towards the MSO of members concurrently in a reserve component. However, after commissioning, such service is not credited toward the member's MSO.

**5.2. Individuals Reassigned to the IRR and Standby Reserve.** Reassign members released from active duty and the Selected Reserve (including ANGUS members) to the IRR or the Standby Reserve per table 5.1. Participation and training are allowed only under the guidelines of AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.

**5.3. Classification of IRR Sections.** Most IRR members are Ready Reservists not assigned to a unit or IMA position. The IRR has four sections:

- Obligated Reserve Section (ORS)
- Ready Reinforcement Personnel Section (RRPS.)
- NNRPS
- Mobilization filler resources in the Air Reserve Squadrons (ARSs).

5.3.1. ORS. This section includes two categories:

- ORS-RA for members who have a remaining MSO. Qualified ORS-RA members may volunteer for participating Ready Reserve positions.
- ORS-RC for members with EAD commitments.

5.3.1.1. Members who request transfers because of pregnancy or personal reasons, such as job or school conflicts, IRR bonus recipients, and PALACE CHASE members assigned to ORS-RA stay there until their MSO ends. Assign individuals to Non-obligated Non-participating Ready Personnel Section (NNRPS) when they complete their MSO, or while they await reassignment to a participating program, or ETS. Eligible PALACE CHASE members may be involuntarily reassigned to participating positions per AFI 38-205, *Wartime Manpower Planning and Program*.

5.3.1.2. Reassign officers assigned to ORS, who complete their MSO to NNRPS, unless they:

- Qualify for, volunteer for, or accept assignment to another Ready Reserve position.

- Meet the criteria for assignment to the Standby Reserve.
- Resign their commission.

5.3.1.3. ORS-RC includes officers who are:

- Graduates of professional training programs on approved educational delays.
- Physicians released from active duty for specialty training.
- Appointed to any chaplain, judge advocate, or health services program and awaiting EAD orders.
- AFROTC graduates on approved educational delays awaiting EAD orders.
- Graduates of the HPSP awaiting EAD orders.

5.3.1.4. Enlisted members assigned to ORS-RC are:

- In the college scholarship program or the professional officer course of the AFROTC per AFI 36-2011, *Air Force Reserve Officer Training Corps (ROTC)*, and the PDS shows they belong to a specific AFROTC detachment and school.
- Enlisted to attend the United States Air Force Academy per AFI 36-2020, Disenrollment of US Air Force Academy Cadets.

5.3.2. RRPS-MT is an IRR section made up of line members accepted for assignment who applied for Selected Reserve positions and found no vacancies. Individuals promoted to grades above major who lose their Selected Reserve position may serve their remaining obligation (3 years after the promotion effective date) in RRPS. Members seeking colonel positions must notify HQ USAF/REPS. Individuals who lose their unit or IMA positions through no fault of their own also qualify for an RRPS assignment, if HQ ARPC/DPR agrees. Personnel entering RRPS, must have an approved training attachment. The proposed unit of attachment must approve the training attachment for members entering RRPS. Upon receipt of application, ARPC/DPRA will notify MAJCOM IMAPMs of initial designation of attachment. Non-line members may be accepted in similar centrally managed programs. For changes to a training attachment after the initial assignment, the member must follow the provisions in AFI 36-2633, paragraph 8.1.2. *The Air Force Reserve Individual Ready Reserve Programs - Management and Mobilization*. HQ ARPC/DRM must be notified of any change in attachment.

5.3.2.1. Members may stay in RRPS for only 3 years. Once assigned and attached, members must earn a minimum of 35 non-paid points per year, 16 of which must be IDT/AT. See AFMAN 36-8001 for participation requirements. HQ ARPC/DRM may extend the 3 year maximum upon a favorable recommendation from the unit of attachment and/or MAJCOM IMAPM of attachment. Assign individuals who have reached the maximum time in RRPS with no retention waiver to NNRPS or ORS, as appropriate. Officers promoted to grades above major under ROPMA who are eligible for retirement are mandatorily reassigned to a non-participating status after completion of 3 satisfactory years.

5.3.2.2. Do not reassign to the RRPS members whose performance is substandard, or who have unsatisfactory participation. Consider RRPS assignments for individuals in the Inactive Status List Reserve Section (ISLRS) for the first time, on a case by case basis. Do not consider individuals twice assigned to ISLRS for RRPS assignments.

5.3.2.3. Members assigned to RRPS who refuse a Selected Reserve assignment must send written justification to HQ ARPC/DRM. HQ ARPC/DRM requests reassignment of the member to NNRPS or ORS, as appropriate, if justification is insufficient.

5.3.2.4. For personnel living overseas, assignment depends on host-country Status of Forces Agreements (SOFA) that permit military training including:

- Extension Course Institute (ECI) courses.
- Training attachment.
- Other military training courses.

5.3.3. The IRR Non-obligated Non-participating Ready Personnel Section (NNRPS-RD) is made up of officers and enlisted personnel without an MSO who qualify for duty worldwide.

5.3.3.1. Assign officers to NNRPS when:

- They complete their MSO while in ORS and do not apply for and obtain participating Reserve assignments.
- Strength adjustments or non-selection for indefinite Reserve status occur.
- They do not meet requirements of participating Reserve assignments.
- They receive waivers after release from EAD per AFI 36-3207, Administrative Separation of Commissioned Officers, and are in transition.
- They refuse a Selected Reserve assignment while in RRPS without sufficient justification or complete 3 RRPS years without transferring to a participating program or getting an extension.
- They request reassignment from a Selected Reserve assignment because of pregnancy or personal reasons, such as, job or school conflict, and they expect to return to the Selected Reserve.

5.3.3.2. Assign enlisted members to NNRPS when:

- They do not meet requirements of participating Reserve assignments per AFMAN 36-8001.
- They receive IRR bonuses and have no MSO.
- Reassignment to non-participating status occurs for any reason which does not require reassignment to Standby Reserve.

5.3.3.3. Reassign officers from NNRPS to the Inactive Standby Reserve Section (ISLRS) if they do not get a participating assignment after 2 years (VSI recipients after 3 years.) Enlisted members are discharged upon ETS.

**5.4. Classification of Standby Reserve Sections.** The Non-Affiliated Reserve Section (NARS) and ISLRS make up the Standby Reserve. Table 5.1 explains how to make assignments to the Standby Reserve. Standby Reserve members may apply for reassignment to participating Ready Reserve status or be assigned to ORS or NNRPS when the reason for assignment to the Standby Reserve no longer exists.

5.4.1. NARS, the active Standby Reserve, includes four categories: NARS-NA, NARS-NB, NARS-NC, AND NARS-ND.

5.4.1.1. NARS-NA members have no MSO, and:



- Have a hardship (Personal/Community).
- Are twice deferred officers, not in sanctuary.
- Are pending discharge for cause.

5.4.1.2. NARS-NB members have an MSO and are:

- The same as NARS-NA.
- Key Employees
- Dual Status (Reserve Officer/Regular Enlisted)
- Non-Military Delays/Religious Obligations
- NARS-NB officers may have requested assignment to the Standby Reserve. When they complete their MSO, individuals are assigned to NNRPS to await reassignment to a participating program or ETS.

5.4.1.3. NARS-NC officers:

- Are eligible for sanctuary.
- Have 18 satisfactory years for retirement and may stay up to 3 years after their transfer from active status..
- Have 19 satisfactory years for retirement and may stay up to 2 years after their transfer from active status.

**NOTE:**

Do not keep officers who have 20 satisfactory years for paid retirement. Individuals may participate only for non-pay points through ECI courses or training attachments.

5.4.1.4. NARS-ND includes reservists with or without an MSO who:

- Are key employees or appointed or elected officials.
- Have requested assignment to continue participation.

**NOTE:**

These reservists must participate for non-pay points through ECI courses or training attachments or be reassigned.

5.4.2. ISLRS-RB, the inactive Standby Reserve, consists of:

- Reserve officers without an MSO who have gone over the 2-year limit for NNRPS or NARS retention.
- Members without an MSO who live or work in foreign countries where the SOFA prohibits Ready Reservists.
- Dual Status officers.
- Members that accepted VSI upon separation from active duty after 3 years in NNRPS.
- Members who have 20 satisfactory years for paid Reserve retirement but did not meet AFI 36-8001 participation requirements. Do not reassign these members to a participating assignment without a waiver.

- Officers twice passed over for promotion on active duty.

5.4.2.1. Reserve officers generally remain assigned to ISLRS for 3 years after which time they can be screened for an administrative discharge board. The following is the criteria used for screening:

- 3 years in ISLRS
- An officers AFSC on the Wartime Critical Military Skills List (WCMSL) with the date assigned to the MPF (DT-ASG-MPF)+7 years or EDCSA to ISLRS + 3 years (whichever is latest.)
- The mandatory separation date (MSD) has expired

5.4.2.2. Give officers who do not qualify for retention in ISLRS the following options:

- Apply for transfer to the Retired Reserve or Honorary Retired Reserve, if eligible. See AFI 36-3203 *Service Retirements* (paragraph 8.4.2.7..)
- Take a participating Ready Reserve assignment, if eligible.
- Resign their commissions.
- Ask for administrative discharge board consideration.

5.4.2.3. Process officers who do not elect one of the above options for discharge in accordance with AFI 36-3209.

**Table 5.1. Ready and Standby Reserve Reassignments.**

<b>R</b>	<b>A</b>	<b>B</b>		<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>U L E</b>	<b>If the reason for</b>	<b>then assign member to Reserve section if</b>			<b>and award AAC ex- piration date</b>	<b>APPROVAL Unit</b>	<b>AUTHORITY IMA/IRR</b>
	<b>reassignment is</b>	<b>Obligat- ed</b>	<b>Non Ob- ligated</b>	<b>Use AAR</b>		<b>Program (see note 1)</b>	<b>Programs (see note 1)</b>
<b>1</b>	personal or community hardship and member requests reassignment (see note 2)	NB (NARS)	NA(NAR S)	R6-per- sonal R9-com- munity	SP (24 months)	Unit/CC	ARPC/DS
<b>2</b>	ministry studies			RN	SS (1 year)		ARPC
<b>3</b>	temporary non-military delay, religious obligation, or Peace Corps (en-listed only)			RX	SG (30 months)		IMAPM
<b>4</b>	elected or ap- pointed official	NB	RB	RI	SN (indef- inite)		ARPC

<b>R</b>	<b>A</b>	<b>B</b>		<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>U L E</b>	<b>If the reason for</b>	<b>then assign member to Reserve section if</b>			and award AAC expiration date	APPROVAL Unit	AUTHORITY IMA/IRR
	<b>reassignment is</b>	<b>Obligat- ed</b>	<b>Non Ob- ligated</b>	<b>Use AAR</b>		<b>Program (see note 1)</b>	<b>Programs (see note 1)</b>
	or key employee	(NARS)	(ISLRS)	RJ	SM (in- definite)	Unit/CC	
	and member re- quests reassign- ment to NARS/ ND	ND (NARS)	ND (NARS)	RI or RJ	SN or SM (indefi- nite)	Unit/CC	Unit/CC
<b>5</b>	change of resi- dence	RA (ORS)	RD (NNRPS)	R5	--	Unit/CC	IMAPM
<b>6</b>	civilian job or school conflict	RA (ORS)	RD (NNRPS)	R3			
<b>7</b>	volunteer for reas- signment to ARPC	RA (ORS)	RD (NNRPS)	RU			
<b>8</b>	pregnant member requests reassign- ment	RA (ORS)	RD (NNRPS)	R4	81 (1 year)	Unit/CC	IMAPM
<b>9</b>	member complet- ed MSO and, if enlisted, has a cur- rent contractual agreement (for ex- ample IRR Bonus Program)		RD (NNRPS)	RY	--	ARPC	ARPC
<b>10</b>	refused Selected Reserve assign- ment or complet- ed 3 years in RRPS without transferring to the Selected Reserve or getting a waiver	RA (ORS)	RD (NNRPS)	RC			

<b>R</b>	<b>A</b>	<b>B</b>		<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>U L E</b>	<b>If the reason for</b>	<b>then assign member to Reserve section if</b>			and award AAC expiration date	APPROVAL Unit	AUTHORITY IMA/IRR
	<b>reassignment is</b>	<b>Obligat- ed</b>	<b>Non Ob- ligated</b>	<b>Use AAR</b>		<b>Program (see note 1)</b>	<b>Programs (see note 1)</b>
<b>11</b>	unit deactivated, relocated, or manpower authorization changed and member declines to accept reassignment or retraining to a selected reserve position and forfeits RTAP benefits.	RA (ORS)	RD (NNRPS)	RE	--	Unit/CC	IMAPM
<b>12</b>	member has been promoted above the grade of major and loses Selected Reserve position	MT or MX (see paragraphs 1.1.1., 2.4. & 5.3.2.)	MT or MX (see paragraphs 1.1.1., 2.4. & 5.3.2.)		TB	Unit/CC	IMAPM see note 3
<b>13a</b>	general officer moved out of general officer billet (see paragraph 2.4.5)	--	RD (NNRPS) unless otherwise directed by HQ USAF/RE	RE		HQ USAF/RE	HQ USAF/RE
<b>13b</b>	colonel moved out of general officer billet						
<b>14</b>	member is surplus to requirements (overage) (see note 4) (paragraph 1.5.5.4)	RA (ORS)	RD (NNRPS)	RF	--	Unit/CC	IMAPM

<b>R</b>	<b>A</b>	<b>B</b>		<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>U L E</b>	<b>If the reason for</b>	<b>then assign member to Reserve section if</b>			and award AAC expiration date	APPROVAL Unit	AUTHORITY IMA/IRR
	<b>reassignment is</b>	<b>Obligat- ed</b>	<b>Non Ob- ligated</b>	<b>Use AAR</b>		<b>Program (see note 1)</b>	<b>Programs (see note 1)</b>
<b>15</b>	military skills over qualify member and HQ USAF directs transfer	RA (ORS)	RD (NNRPS)	RD	SV (1 year)	Unit/CC	IMAPM
<b>16</b>	reservist not immediately available (whereabouts unknown), missing person (not MIA) or failure to obtain unit of attachment agreement (see note 5)	RA (ORS)	RD (NNRPS)	RL	SD (indefinite)	Unit/CC	IMAPM
<b>17</b>	failure to report (see note 5)	RA (ORS)	RD (NNRPS)	Q1		Unit/CC	IMAPM
<b>18</b>	recruiter determines individual disqualified for the Selected Reserve (SELRES)	RA (ORS)	RD (NNRPS)		TD (indefinite)		ARPC
<b>19</b>	failure to meet Air Force Standards (see note 5)	RA (ORS)	RD (NNRPS)	RK	SQ (indefinite)	HQ AFRC/DP	IMAPM
<b>20</b>	unsatisfactory weight management progress (see notes 5 & 6)	RA (ORS)	RD (NNRPS)	SA	SQ (indefinite)	Unit/CC	IMAPM
<b>21</b>	failure to acquire appropriate skill level/refuses mandatory tech schools (see note 5)	RA (ORS)	RD (NNRPS)	SB	SQ indefinite	Wing/CC	IMAPM

<b>R</b>	<b>A</b>	<b>B</b>		<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>U L E</b>	<b>If the reason for</b>	<b>then assign member to Reserve section if</b>			and award AAC expiration date	APPROVAL Unit	AUTHORITY IMA/IRR
	<b>reassignment is</b>	<b>Obligat- ed</b>	<b>Non Ob- ligated</b>	<b>Use AAR</b>		<b>Program (see note 1)</b>	<b>Programs (see note 1)</b>
<b>22</b>	failure to meet military conduct standards (see notes 5 and 6)	RA (ORS)	RD (NNRPS)	SC		HQ AFRC/DP	IMAPM
<b>23</b>	failure to obtain physical (see note 5)	NB (NARS)	RB (ISLRS)	RZ		Unit/CC	ARPC/SGS
<b>24</b>	failure to comply with statement of understanding per AFMAN 36-8001 (see note 5)	RA (ORS)	RD (NNRPS)	SG	--	HQ AFRC/DP	
<b>25</b>	disqualified for aviation service	RA (ORS)	RD (NNRPS)	SD	SQ (indefinite)	Unit/CC	ARPC/SG
<b>26</b>	member being processed for medical reason including HIV test (see note 5)	NB (NARS)	NA (NARS)	SH	RC (6 months)	HQ AFRC/DP	ARPC/SG
<b>27</b>	member has 20 satisfactory years of service for paid Reserve retirement but requested reassignment	--	RB (ISLRS)	SE	SQ (indefinite)	Unit/CC	IMAPM
<b>28</b>	IMA in process for or under consideration for discharge for negative or security reason	NB (NARS)	NA (NARS)	SI	RB (6 months)	--	ARPC

<b>R</b>	<b>A</b>	<b>B</b>		<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>U L E</b>	<b>If the reason for</b>	<b>then assign member to Reserve section if</b>			and award AAC expiration date	APPROVAL Unit	AUTHORITY IMA/IRR
	<b>reassignment is</b>	<b>Obligat- ed</b>	<b>Non Ob- ligated</b>	<b>Use AAR</b>		<b>Program (see note 1)</b>	<b>Programs (see note 1)</b>
<b>29</b>	member has 20 satisfactory years of service for paid retirement and fails to earn points needed for retention	--	RB (ISL-RS)	RT	--	Unit/CC	IMAPM
<b>30</b>	officer involuntary released from EAD with a participation waiver and is in assignment transition	RA(ORS)	RD (NNRPS)	--	--	ARPC	ARPC
<b>31</b>	members involuntarily released from active duty for reason requiring a participation waiver and member has not obtained a waiver or an assignment	NB(NARS)	RB (ISL-RS)	--	SH (indefinite)	ARPC/DP	ARPC/DP
<b>32</b>	dependent care not satisfied (see note 5)	NB (NARS)	NA (NARS)	RP	--	HQ AFRC/DP	IMAPM
<b>33</b>	twice deferred for Reserve promotion awaiting discharge	NB (NARS)	NA (NARS)	RG	SE (indefinite)	HQ ARPC/DP	ARPC/DP
<b>34</b>	sanctuary member not retained in Selected Reserve assignment	--	NC (NARS)	RR	--	ARPC/DP	ARPC/DP
<b>35</b>	reassignment within ARPC			RO	ARPC use only	ARPC use only	ARPC use only

<b>R</b>	<b>A</b>	<b>B</b>		<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>U L E</b>	<b>If the reason for</b>	<b>then assign member to Reserve section if</b>			and award AAC expiration date	APPROVAL Unit	AUTHORITY IMA/IRR
	<b>reassignment is</b>	<b>Obligat- ed</b>	<b>Non Ob- ligated</b>	<b>Use AAR</b>		<b>Program (see note 1)</b>	<b>Programs (see note 1)</b>
<b>36</b>	officer released from active duty has not received a participating assignment in the Reserve	RA (ORS)	RD (NNRPS)	--	--		ACTIVE DUTY MPF
<b>37</b>	dual status (reserve commissioned officer serving on AD as an enlisted member)	NB (NARS)	RB (ISL-RS)	accession from AD reassignment RS	SL (indefinite)	ARPC/DS	ARPC/DP
<b>38</b>	ETS expired, member has remaining MSO	RA (ORS)		SJ		Unit/CC	IMAPM
<b>39</b>	unsatisfactory participant (see note 5)		RD (NNRPS)	RA	R3		

**NOTES:**

1. Approval authority for PALACE CHASE obligators is HQ Air Force Personnel Center (AFPC). Process reassignment request for PALACE CHASE obligators in accordance with AFI 36-3205 Applying for PALACE CHASE and PALACE FRONT Programs.
2. Member sends documentary evidence from at least two impartial sources that member's family or community would suffer hardships greater than those reservists called to EAD experience. On approval (if eligible and they apply), members transfer to the Standby Reserve, Retired Reserve, or are discharged.
3. Expiration date will be 3 years from promotion effective date. Members placed in a points only program, who wish to pursue a selected reserve assignment must contact HQ USAF/REPS.
4. Use when overage/overgrade waiver is withdrawn or not renewed and member is surplus to manning requirements.
5. See paragraph 4.1. for propriety of assignments to ARPC and paragraph 4.2. for involuntary reassignment procedures. Use only when discharge is deemed inappropriate. Debrief members with access to SCI.
6. Future reassignments will require HQ AFRC/DP approval. See part 2, paragraph 4.1. Future unit program assignments require gaining unit commander approval. If approved, gaining unit commander



endorses AF Form 1288 and places the following statement in remarks section "I am aware of members prior reassignment for failure to maintain weight standards and certify that he or she is currently within weight and body fat measurement standards.

**Table 5.2. Military Service Obligation (MSO).**

<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>U</b>			
<b>L</b>	<b>If the member initially became a</b>		<b>then the MSO</b>
<b>E</b>	<b>member of an Armed Force</b>	<b>and is a</b>	<b>is</b>
<b>1</b>	on or after 10 Aug 55 in a Reserve component upon completing an officer training program and serving 3 to 6 months ADT in lieu of 2 or more years EAD	male officer (before his 26th birthday)	8 years
<b>2</b>	on or after 1 Feb. 78 in a Reserve component after completing an officer training program and serving 3 to 6 months ADT instead of 2 or more years EAD	female officer (before her 26th birthday)	8 years
<b>3</b>	between 10 Aug. 55 and 10 Nov. 79 <b>EXCEPTIONS:</b> those members covered in block 1	male, officer or enlisted (before his 26th birthday)	6 years
<b>4</b>	between 1 Feb. 78 and 10 Nov. 79 <b>EXCEPTIONS:</b> those members covered in block 2	female, officer or enlisted (before her 26th birthday)	6 years
<b>5</b>	on or after 11 Nov. 79 and through 31 May. 84 <b>EXCEPTIONS:</b> those members covered in blocks 1 and 2 (see note).	male or female, officer or enlisted, regardless of age	6 years
<b>6</b>	on or after 1 Jun. 84	male or female, officer or enlisted, regardless of age	8 years

NOTE: Between October 1, 1979 and May 31, 1984, if an enlisted member entered through Delayed Enlistment Program (DEP), MSO began entry on active duty.

ROBERT A. McINTOSH, Maj General, USAF  
Chief of Air Force Reserve

## **Attachment 1**

### **GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS**

#### ***References***

AFI 10-402, *USAF Mobilization Planning*  
AFCAT 36-2223, *US Air Force Formal Schools*  
AFI 36-2011, *Air Force Reserve Officer Training Corps (ROTC)*  
AFI 36-2017, *US Air Force Admissions Liaison Officer*  
AFI 36-2020, *Disenrollment of US Air Force Academy Cadets*  
AFI 36-2102, *Preparation of Personnel Selected for Relocation-Base Level Procedures*  
AFI 36-2107, *Active Duty Service Commitments and Specified Period of Time Contracts*  
AFI 36-2109, *Chief Master Sergeant of the Air Force and Senior Enlisted Advisor Programs*  
AFI 36-2110, *Assignments*  
AFI 36-2116, *Reserve Component Extended Active Duty Representation*  
AFI 36-2503, *Administrative Demotion of Airmen*  
AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs*  
AFI 36-2612 *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*  
AFI 36-3203, *Service Retirements*  
AFI 36-3205, *Applying for PALACE CHASE and PALACE FRONT Programs*  
AFI 36-3207, *Administrative Separation of Commissioned Officers*  
AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*  
AFM 36-8001, *Reserve Personnel Participation and Training Procedures*  
AFI 37-132, *Air Force Privacy Act Program*  
AFI 38-201, *Determining Manpower Requirements*  
AFI 38-204, *Air Force Manpower Programming*  
AFI 38-205, *Wartime Manpower Planning and Programming*  
AFI 48-123, *Medical Examination and Medical Standards*  
AFI 51-802 *Assignment to the Judge Advocate General's Department Reserve*  
AFI 52-101, *Chaplain Service Responsibilities and Procedures*  
AFI 65-601, *Volume 4, Appropriation Symbols and Budget Codes*

#### ***Abbreviations and Acronyms***

ACN—Action Change Number

**AD**—Active Duty  
**ADL**—Active Duty List  
**AE**—Aeromedical Evacuation  
**AIA**—Air Force Intelligence Agency  
**AFROTC**—Air Force Reserve Officers Training Corps  
**AFSC**—Air Force Specialty Code  
**ARs**—Air Reserve Squadron  
**ART**—Air Reserve Technician  
**ALC**—Assignment Limitation Code  
**CEM**—Chief Enlisted Manager  
**CAFSC**—Control Air Force Specialty Code  
**DRU**—Direct Reporting Unit  
**EDCSA**—Effective Date of Change of Strength Accountability  
**EPR**—Enlisted Performance Report  
**ETS**—Expiration Term of Service  
**EAD**—Extended Active Duty  
**ECI**—Extension Course Institute  
**FEMA**—Federal Emergency Management Agency  
**FOA**—Field Operating Agency  
**HYTD**—High Year of Tenure Date  
**IDT**—Inactive Duty Training  
**IMAPM**—Individual Mobilization Augmentee Program Manager  
**IMA**—Individual Mobilization Augmentee  
**RBGQB**—Initial Reserve Brigadier General Qualification Board  
**IRR**—Individual Ready Reserve  
**ISLRS**—Inactive Standby List Reserve Section  
**JAGDR**—The Judge Advocate General’s Department Reserve  
**LON**—Letter of Notification  
**MAJCOM**—Major Command  
**MPA**—Military Personnel Appropriation  
**MPF**—Military Personnel Flight  
**MSD**—Mandatory Separation Date

**MSO**—Military Service Obligation  
**NARS**—Non-Affiliated Reserve Section  
**NNRPS**—Non-Obligated Non-Participating Reserve Personnel Section  
**NAF**—Numbered Air Force  
**ORS**—Obligated Reserve Section  
**OSI**—Office of Special Investigations  
**OASD**—Office of the Assistant Secretary of Defense  
**OJCS**—Office of the Joint Chiefs of Staff  
**PAS**—Personnel Accounting Symbol  
**PME**—Professional Military Education  
**PEP**—Promotion Enhancement Program  
**PSD**—Promotion Service Date  
**RBGQB**—Reserve Brigadier General Qualification Board  
**RPI**—Rated position Identifier  
**RRPS**—Ready Reinforcement Personnel Section  
**RMVS**—Reserve Management Vacancy System  
**RPA**—Reserve Personnel Appropriations  
**SEA**—Senior Enlisted Advisor  
**STL**—Single Training Location  
**SPECAT**—Special Category  
**SOFA**—Status of Forces Agreements  
**TAFCD**—Total Active Federal Commissioned Service Date  
**TPs**—Training Periods  
**UNT**—Undergraduate Navigator Training  
**UPT**—Undergraduate Pilot Training  
**UMD**—Unit Manning Document  
**UPRG**—Unit Personnel Record Group  
**USAFR**—United States Air Force Reserve  
**WCMSL**—Wartime Critical Military Skills List

## Attachment 2

### SAMPLE STATEMENT OF UNDERSTANDING (OVERAGE STATUS)

Member's Name \_\_\_\_\_ Member's SSN \_\_\_\_\_ Member's Grade \_\_\_\_\_

Current Overage (yes)\_\_\_\_(no)\_\_\_\_ Current Position Number \_\_\_\_\_ Current Expiration date \_\_\_\_\_, date originated \_\_\_\_\_)

1. I acknowledge that I am being assigned in an overage status to position number \_\_\_\_\_, with an authorized grade of \_\_\_\_\_, in AFSC \_\_\_\_\_ with an expiration date of \_\_\_\_\_. While assigned as an overage, I understand the following conditions apply:

a. My overage status may be withdrawn at any time by the unit commander or Individual Mobilization Augmentee Program Manager (IMAPM), and I must either be assigned to ARPC within 180 days or by the expiration date of my current overage waiver, whichever comes first.

b. During this overage period, I will make every effort to locate a vacant position for which I am qualified.

c. There have been no promises or guarantees given allowing me to be retained indefinitely in an overage status.

d. For TSgts only: I cannot fill a SSgt. or below position unless I accept a voluntary demotion to Ssgt.

e. For SSgts and TSgts: I am ineligible for promotion consideration.

f. For Captain's: If I am selected for promotion to Major, I will vacate this position as an overage within 180 days from the effective date of rank or by the expiration date of my current overage waiver, whichever comes first.

g. BRAC/Force Reduction Overages: Once declared surplus I will be reassigned to ARPC or retired with RTAP benefits.

2. I have been provided a copy of this statement of understanding for my personal file.

\_\_\_\_\_  
(Signature of Member)

\_\_\_\_\_  
(Date)

### **Attachment 3**

#### **SAMPLE NOTIFICATION OF INITIATION OF INVOLUNTARY REASSIGNMENT**

MEMORANDUM FOR (member's rank, name, and address)

FROM: (Unit Commander or IMA PM)

SUBJECT: Notification of Initiation of Involuntary Reassignment to the Individual Ready Reserve (IRR) or the Standby Reserve (List appropriate Reserve Section)

1. I am recommending you for involuntary reassignment to the (list the appropriate reserve section, i.e., IRR or the Standby Reserve) in accordance with AFI 36-2115 *Assignments Within the Reserve Components*, Table 5.1. Rule (list appropriate rule) and paragraph 4.2.. AFI 36-2115 is available for your review at your servicing Military Personnel Flight. The specific reason for this recommendation is based on (specific reason.) *(Any reason listed must be substantiated by supporting documentation. Give specifics of the act(s) or conditions on which the recommendation is based.)* Documents supporting this involuntary reassignment action are provided at Attachment 1.

2. If approved, this action will result in your involuntary reassignment to the (list the appropriate Reserve Section of the IRR or the Standby Reserve) and may impact your ability to obtain future assignments. In the interim, you are denied taking part in pay or point gaining activities, i.e. unit training assemblies, annual tour, man days, etc., pending the approval authority's decision on your involuntary reassignment.

3. Within 24 hours after you receive this memorandum, you must complete and return the attached acknowledgment of receipt (Atch 2).

4. You are entitled to submit statements or/ documents which you desire to be considered in the disposition of your case. These statements or documents must be submitted to this office within 15 days after you receive this memorandum.

5. You should note that failure to acknowledge receipt of this memorandum or failure to submit statements or documents within 15 days after receipt of this memorandum constitutes a waiver of your right to rebut this proposed involuntary reassignment and will result in your case being processed based on the information available.

6. (Use this statement only if the member is an ART.) Approval of this recommendation will result in your loss of active membership in your Reserve unit of assignment. This constitutes a failure on your part to maintain a "condition of employment" for your ART position and , as such will result in your removal from your ART position.

7. A return envelope (Atch 3) is provided for your convenience.

(Unit Commander's/IMAPMs Signature Block)

Attachments:

1. Supporting Documentation
2. Acknowledgment of Receipt
3. Return Envelope

**Attachment 4**

**SAMPLE ACKNOWLEDGMENT OF NOTIFICATION OF INITIATION OF  
INVOLUNTARY REASSIGNMENT ACTION**

MEMORANDUM FOR (unit commander's/IMAPM's organization, office symbol, and address)

FROM: (member's rank, name and address)

SUBJECT: Acknowledgment of Notification of Initiation if Involuntary Reassignment Action

1. I hereby acknowledge receipt of and understanding of your memorandum dated \_\_\_\_\_ notifying me that action has been initiated for my involuntary reassignment. I understand that if I do not respond within 15 days after receipt of notification of initiation of involuntary reassignment action, involuntary reassignment action will continue on the basis of available information.

2. I do/do not desire to submit rebuttal statements or documents for consideration. Rebuttal statements or documents are/are not attached.

---

Signature

---

Printed name and rank



## **Attachment 5**

### **SAMPLE LETTER OF RECOMMENDATION**

MEMORANDUM FOR (Local Staff Judge Advocate)

(MPF/DPMAR)(Wing or Regional Support Group/CC if the approval authority is HQ AFRC/DP))

HQ AFRC/DPML (If the approval authority is HQ AFRC/DP)

IN TURN

FROM: Unit Commander/IMAPM

SUBJECT : Recommendation for Involuntary Reassignment, (Member's rank, full name and SSN.)

1. I recommend (member's rank, full name and SSN) be involuntarily reassigned to the Individual Ready Reserve in accordance with AFI 36-2115, Table 5.1. Rule (list specific rule.) The reason for this recommendation is contained in the memorandum notifying the member of my recommendation (Atch.1.)

2. Military personnel information:

- a. Date and term of current information
- b. Unit and PAS code of assignment
- c. Date assigned to unit
- d. Current grade and effective date
- e. Demotions (if any), reasons, and dates
- f. Record of disciplinary action (if any), Include action under Article 15, UCMJ, or state military code listing specific offenses.
- g. Overall ratings and close-out date on member's performance reports. Attach copies of performance reports.
- h. Favorable communications, citations, or awards (if any)
- i. Derogatory data, UIFs, other than action by court-martial or under Article 15, UCMJ or state military code (attach documentation)
- j. Administrative discharge been considered/requested. If discharge was requested, furnish date submitted, reason recommended for discharge, final disposition and level of disapproval (copy of disapproval should be included.) If administrative discharge was not requested, specify why discharge was not considered appropriate.
- k. Member is/is not an Air Reserve Technician (ART)

Provide specific action taken, justification as to why retraining/return to a secondary or tertiary AFSC is inappropriate, or state "not applicable." Member has/has not been recommended for reenlistment. Pro-

vide specifics if member is recommended for reenlistment, or a copy of AF Form 418 if reenlistment has been denied reenlistment. Otherwise, state "A reenlistment recommendation is not applicable."

#### Unit Commander's/IMAPMs Signature Block

#### Attachments:

1. Notification to Member (See note 1)
2. Supporting Documentation
3. Member's Rebuttal Statements/Documents (if applicable)
4. Performance Reports
5. Other Documentation (see note 2)

#### NOTES:

1. Include certified mail receipt, if notification provided via mail versus personal delivery.
2. Include a copy of Article(s) 15, Letter(s) of Counseling, Letter(s) of Reprimand, or any other documentation pertinent to the case.